

DOE-SR COURSE CATALOG

COS101 How to Make Presentations With Confidence and Power

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 199.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This training is designed for employees interested in learning exclusive communication secrets that enthrall, involve, and win people through successful presentation skills.

COURSE DESCRIPTION: This one-day seminar will teach innovative tips, techniques, and strategies that empower you to stand up and speak with confidence and skill. The following topics will be discussed:

- Simple rules for dynamic, impromptu talks - with virtually no prepared remarks
- Easy procedures to correct speaking mistakes without losing your momentum or confidence
- How to avoid the five most common image errors that distract listeners and undermine your effectiveness
- Clever tactics to keep audiences interested - even through the most complicated technical material
- Expert tips that guarantee you won't 'bomb out' using humor
- Tell-tale warnings that signal you've over-prepared
- Subtle techniques (undetectable to your audience!) that handle nervousness and anxiety on-the-spot

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS114 Constructive Conflict Resolution

24 Hrs

45-HE

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is open to all employees who want to develop skills in managing and resolving conflict.

COURSE DESCRIPTION: What You Will Learn:

- Attitudes and behaviors that create conflict
- How to analyze conflict situations and choose the best strategy to resolve the differences
- Conditions that promote cooperation
- Moving beyond emotions to negotiate win-win solutions
- Resolving structurally based conflict

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS116 How to Overcome Negativity in the Workplace

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 149.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees interested in learning to identify and control the counter-productive effects of workplace negativity.

COURSE DESCRIPTION: This one-day seminar teaches participants how negative thinking is learned and how to become enthusiastic and optimistic again. Some of the topics covered include the following:

- How to collaborate with skepticism to reach goals quicker and easier
- How to find the sources of workplace negativity and arrest its spread in a division, department, or team
- Combating 'traveling negativity' between work and home
- Learning to survive in a negative work environment and protect against other people's sour attitudes
- What to do when influential people (top management, owners, and bosses) are the cause of organization-wide negativity
- Developing techniques that trace - then replace - the mental pathways that result in negative outlooks and behavior
- What to do when negativity is entrenched in the personality, policies, and culture of your organization
- Discovering the difference between healthy and harmful skeptics

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS146 Business Writing Basics for Professionals

8 Hrs

Provider: Skillpath Seminars/Compumaster

Tuition/Materials/Other 149.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE employees who want to increase their business writing skills.

COURSE DESCRIPTION: This course is an overview for professionals who desire to improve their writing skills. The topics included are:

- What to know before you write
- Putting your words on paper
- Say it with style
- Professional editing and proofreading techniques
- Writing that means business
- Writing for special situations

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

COS147 Administrative Officers Seminar

24 Hrs

45AO

Provider: Graduate School, USDA (PA)

Tuition/Materials/Other 425.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for government administrative officers and assistants who need a basic understanding of the functions and responsibilities of their position.

COURSE DESCRIPTION: The course addresses the following topics:

- How to facilitate change in your organization
- Basic concepts of project management
- Effective oral and written communication techniques
- Fundamental concepts of the federal budget and acquisition process

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS148 Business Grammar and Usage

8 Hrs

Provider: Rockhurst College (National Seminars Group)

Tuition/Materials/Other 98.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE personnel who wish to increase their skills in business grammar and its usage.

COURSE DESCRIPTION: This seminar will help you discover the keys to perplexing grammatical questions by learning the following:

- The must-know grammar rules for error-free correspondence
- How to quickly spot mistakes that can destroy your message and your credibility
- How to make verbal and written communication more concise and dynamic
- How to avoid the embarrassment of mispronouncing words and names
- How to spot the six most common grammatical goofs without memorizing hundreds of rules
- How to catch the words that computer spell checks miss
- Visual tricks guaranteed to make you a more effective proofreader
- How to present your ideas clearly and persuasively
- The six ways to avoid sexist language

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

COS153 Interpersonal Communication

16 Hrs

45-AS

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who want to develop their interpersonal skills to better communicate knowledge to others. This course is required for the Conflict Management Certificate Program.

COURSE DESCRIPTION: This course covers the following topics:

- Competencies for resolving conflict
- Using tact and diplomacy in the workplace
- Proven techniques for negotiating effectively in difficult situations
- Tips for working harmoniously and productively with others

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS167 Mediating Employee Disputes

32 Hrs

42-BV

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 645.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for staff manager's staff, Ombudspersons, EEO Counselors and HR Staff.

COURSE DESCRIPTION: This course is designed to teach employees how to resolve issues at the lowest levels possible. Topics covered include:

- Causes and dynamics of conflict
- Serving as a mediator
- Communicating to problem solve
- Using mediation in EEO and grievance disputes

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS173 Business Writing for Results

8 Hrs

014902

Provider: Fred Pryor Seminars

Tuition/Materials/Other 195.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE personnel responsible for drafting or finalizing business correspondence.

COURSE DESCRIPTION: This course is a one-day seminar where you will develop and fine-tune your skills in writing. In this course, you will learn how to:

- Cut stiff, boring verbiage from everything you write--and make every document lively and "reader-friendly"
- Sell anything in writing--products, ideas, services, even yourself
- Build your credibility and earn respect through polished, powerful letters, memos, and proposals
- Avoid 10 common business writing pitfalls that cause many to look unprepared and unprofessional

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS178 Briefing Techniques

24 Hrs

45-DF

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for individuals who want to gain valuable experience and confidence in delivering briefings or making presentations.

COURSE DESCRIPTION: Most of us are called upon at some point in our careers to make formal or informal presentations. Frequently, these presentations deal with complex data. The success or failure of these briefings depends upon systematic preparation, effective use of audiovisual aids, and smooth delivery with proper public speaking techniques. This course covers the following:

- How to organize a briefing logically
- Selecting appropriate materials and platform techniques for your presentation
- Handling hostile or negative questions
- Managing a question-and-answer period
- Supplementing your briefing with visual aids

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS179 Listening And Memory Development

16 Hrs

45-DK

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who want to improve their listening and memory skills.

COURSE DESCRIPTION: The course addresses the following topics:

- How to Improve Your Memory
- Key Questions That Encourage Others to Share Thoughts and Ideas
- Techniques for Listening and Sorting Information
- Creating Categories to Retain Information
- Tips for Remembering People, Facts, and Ideas Quickly

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS181 Essentials of English

32 Hrs

45-PH

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 525.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for those who want to gain a solid foundation in grammar and to build greater confidence in their written communication skills.

COURSE DESCRIPTION: The course addresses the following topics:

- Trends in grammar and usage
- Easy-to-master grammatical forms
- Rules of subject-verb agreement
- Forming plurals and possessives
- Using the correct forms of verbs and pronouns
- Mastering punctuation rules and using them skillfully

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS186 Mediation Training

24 Hrs

Provider: American Arbitration Association

Tuition/Materials/Other 325.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is for managers and officials responsible for dispute resolution.

COURSE DESCRIPTION: This course is designed to provided training in techniques for dispute resolution through lecture and exercises. The training is provided by experts in the fields of mediation and arbitration with extensive experience in alternative dispute resolution in both the public and private sectors.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS188 Technical Writing

24 Hrs

45-DE

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for professionals who want to learn valuable proven skills for preparing complicated documents and reports that are well organized, clearly written and easy to follow.

COURSE DESCRIPTION: The course addresses the following topics:

- Selecting the right report format
- Organizing technical material logically
- Preparing user friendly instructions
- Using graphics to enhance technical information
- Demystifying technical subjects
- Zeroing in on your reader's needs

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS190 Conflict Management

16 Hrs

45-HE

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for employees who want to develop skills in managing and resolving conflict.

COURSE DESCRIPTION: Very little communication takes place without some degree of conflict or confrontation. Conflict is inevitable in any organization, but it must be properly managed or it can be destructive and costly. Unresolved conflict can cause low morale, low productivity, high personnel turnover, and high absenteeism. It is vitally important that conflict is handled constructively and effectively in order to improve the atmosphere for future communication, as well as to resolve the present conflict situation. This course covers the following:

- Verbal and non-verbal communications
- Conflict and confrontation situations
- Response techniques for resolving conflict
- Conflict management styles and strategies
- Organizational attitudes and conditions

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally. Formally "Constructive Conflict Resolution"

DOE-SR COURSE CATALOG

COS192 Assertiveness Skills

16 Hrs

45-AF

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who want to become more assertive without appearing overly aggressive.

COURSE DESCRIPTION: The course addresses the following topics:

- Creating and fostering a harmonious work environment
- Taking steps for effective communication
- Listening skills to clue you in on others' motivations
- Coping with passive, aggressive and assertive behavior in others
- Handling criticism from others in constructive ways
- Spotting barriers that prevent effective communication

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS193 Communication and Organizational Effectiveness

24 Hrs

45-DQ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 250.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who want to increase their effectiveness in working with others.

COURSE DESCRIPTION: The very nature of an organization affects the communication process. Layers of bureaucracy, conflicting individual goals, and organizational mission all influence how people share ideas. Today's employees must deal with these factors to become effective, productive members of the organizational team. This course covers the following:

- Cooperative communication and team-building
- Setting goals and objectives
- Understanding motivation of self and organization
- Feedback

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS194 Creative Problem Solving

24 Hrs

45-HB

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all employees who want to develop options for overcoming roadblocks and make practical use of creative traits and techniques should attend.

COURSE DESCRIPTION: This course covers the following topics:

- Linking creativity to problem solving
- Key stimulators and inhibitors of creativity
- Techniques for stimulating creative on-the-job solutions
- The relationship between personal creativity and productivity
- Synthesizing the problem solving process to apply creative solutions

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost

COS195 Dealing with Conflict and Confrontation

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 79.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE personnel interested in learning about dealing with conflict and confrontation.

COURSE DESCRIPTION: This seminar does not promise an end to conflict. But it will give your employees a proven approach they can easily use whenever a conflict does arise. Participants will learn that conflict can actually be healthy for an organization. Topics include the following:

- The two primary reasons conflict occurs (and how to see them coming)
- When conflict is bad: the five levels of escalation and how to stop each from intensifying
- The best way to balance being firm with being conciliatory
- The five classic conflict resolution strategies, and the pros and cons of each
- When to give in, and when to insist

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS197 Writing Techniques for Supervisors and Managers

16 Hrs

45-DB

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 210.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all SR managers and supervisors.

COURSE DESCRIPTION: Supervisors and managers must be able to communicate effectively, both orally and in writing, in order to perform their jobs effectively. This two-day course concentrates on the basics of writing - how to organize the document; how to make it easy to read and understand; and how to select the most appropriate structure, style, and tone. This course covers the following:

- Sentence structure
- Outlining
- Letter/report planning
- Building a paragraph
- Sensitivity to tone
- Confusing words
- Dangling/misplaced modifiers
- Passive versus active voice
- Weak versus strong verbs
- Four steps to effective writing

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS198 Interpersonal Skills

24 Hrs

2575QRV

Provider: American Management Association

Tuition/Materials/Other 1,490.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is for managers who want to maximize their positive impact on others, enrich the quality of their relationships, and increase their effectiveness on the job.

COURSE DESCRIPTION: This three-day course provides intense training to sharpen your skills with supervisors, peers, and subordinates. This course covers the following topics:

- Interpersonal effectiveness: How to apply these principles in one-on-one and group situations
- Verbal and nonverbal techniques that help you get your message across
- Your personal impact on others: Increasing your flexibility to respond effectively to multiple demands
- Constructive feedback: How to give it and receive it
- The payoff for interpersonal competence: Improved performance, productivity, and satisfaction
- Developing your own action plan

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

COS207 Classroom Implementation Skills

40 Hrs

TICTS017

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for personnel who plan to deliver or facilitate training in a classroom environment.

COURSE DESCRIPTION: This course is both performance and competency-based, with evaluation of trainee performance being assessed against specific, competency-linked-performance standards. The skills addressed in the course include the following:

- Effective presentation techniques
- Effective use of instructional aids
- Reliable test administration techniques

Each student will receive a videotape of selected training sessions that he/she conducts.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS210 Grammar and Usage Seminar

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 125.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for anyone wishing to improve his/her written communication skills.

COURSE DESCRIPTION: Participants in this course will learn to use crisp, clear, appropriate language in writing clients, customers, and managers. It is important to avoid errors in grammar and usage that detract from your message, lessen your impact, and lower your credibility. You will learn how to prevent embarrassing mistakes and avoid communication misfires that cost time and money. This course covers the following:

- Building blocks of language
- Punctuation challenge
- How do you spell that
- Answers on capitalization
- Common mistakes and language "taboos"
- Grammar for the business communicator

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS219 Basic Instructor Training

40 Hrs

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE personnel who are responsible for conducting training within the safeguards and security community.

COURSE DESCRIPTION: This program provides participants with the basic tools necessary to conduct an effective training session. Attendees will develop course and lesson objectives, prepare lesson plans, develop effective training aids, and present formally structured lessons. Goals include the following:

- Appreciating the instructor's role in effective classroom communication
- Understanding the various teaching methods and developing effective instructional techniques to enhance learning
- Comprehending the relationships connecting instructional objectives, lesson development, and student evaluations
- Realizing the necessity of effective training aids and their proper use to reinforce lessons
- Preparing complete lesson plans
- Demonstrating, through the development and presentation of a complete instructional lesson, the ability to apply teaching methods, and use training aids

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

COS221 Editing Your Own Writing

8 Hrs

45-PM

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 130.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all SR employees who desire to improve their writing skills.

COURSE DESCRIPTION: This is an intensive one-day workshop that enables the participants to remove themselves from their own writing and to examine it objectively. Participants will learn to evaluate the effectiveness of word choice, tone, logic, and sentence structure. Through simple, objective editing techniques, participants will learn to reduce sentence length to increase clarity and to improve readability.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS223 Conflict Management Skills for Women

8 Hrs

Provider: Skillpath Seminars/Compumaster

Tuition/Materials/Other 69.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Employees who wish to learn powerful techniques for dealing confidently with difficult, emotion-packed situations.

COURSE DESCRIPTION: This workshop will give you the techniques in handling the feelings of anxiety and anger that can sabotage the ability to deal effectively with conflict, how to keep disagreements from getting out of hand, and how to negotiate resolutions when they do.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

COS227 How To Be A Better Communicator

7 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 79.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for employees interested in learning how to minimize conflict and build collaboration in today's team-oriented workplace.

COURSE DESCRIPTION: This program teaches proven communication techniques to make your team more cooperative and effective - immediately and permanently. Topics include:

- Learn to minimize mistakes and misunderstandings
- Get good ideas accepted and implemented
- Avoid conflict (without sidestepping problems)
- Express yourself clearly the first time
- Creating "feedback loops" that promote cooperation between you and your co-workers

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS229 Basic Editing Workshop

24 Hrs

45-PK

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 270.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for secretarial/clerical employees of SR.

COURSE DESCRIPTION: This course includes the following topics:

- Proofreading versus editing
- Organizational role of the editor
- Reference materials for editors - how to use them
- Editing symbols and techniques
- Establishing/maintaining a consistent editing style
- Levels of edits
- Dealing with special cases: reference lists, charts, math formulas, displays, catalogs, etc.

PREREQUISITES: None

AVAILABLE SLOTS: Not specifies

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS233 How To Deliver Exceptional Customer Service

8 Hrs

015131

Provider: Fred Pryor Seminars

Tuition/Materials/Other 99.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE personnel who desire to improve customer relations skills.

COURSE DESCRIPTION: This seminar will help train yourself, your staff, and your organization not only to head off problems, but to rise to a level of service excellence. Topics include the following:

- The vital role of "all customer-contact personnel"
- How to use teamwork as a powerful force
- Smart techniques for better communication
- The critical art of listening
- Building customer goodwill and trust
- Winning telephone techniques
- How to deal with complaints and angry customers

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS241 How to Think Outside of the Box

8 Hrs

Provider: Skillpath Seminars/Compumaster

Tuition/Materials/Other 99.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for employees interested in learning how to assess their natural thinking styles and approaches to problem solving, decision making, and innovation.

COURSE DESCRIPTION: This one-day workshop will help you develop the innovative thinking skills necessary for breaking out of mental ruts, sparking new ideas, and exploring new avenues of problem solving and decision making. This course will equip you with the techniques and provide you with the direction you need to accelerate your own career success. The workshop outline includes:

- Where new ideas come from
- How your thinking habits inhibit your effectiveness and affect results
- Overcoming negativity and other obstacles to an open mind
- Techniques for generating new ideas, solving problems, and making decisions
- Keeping your ideas focused and on target
- Putting your ideas into action with successful results

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS249 Grammer Usage and Business Writing

8 Hrs

Provider: Skillpath Seminars/Compumaster

Tuition/Materials/Other 99.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE personnel wishing to improve their grammar usage and business writing skills.

COURSE DESCRIPTION: This workshop provides tips and guidelines on ways to improve one's writing skills. It covers the following topics:

- Which word is the right word?
- Practical grammar guidelines
- Spelling tips you'll remember and use
- Pointers for use in everyday punctuation
- How to eliminate costly, embarrassing mistakes
- Never-fail guidelines for special writing questions
- Editing skills that make you (and your boss) look good
- Up-to-date formats and choices in style
- Putting it all together

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS256 Effective Communication With Customers

16 Hrs

45-CE

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for professionals who want to successfully interact with their internal and external customers, become better team players, and handle a variety of personalities at work.

COURSE DESCRIPTION: This course addresses the following topics:

- How effective communication leads to quality service
- Creating stronger relationships with others by recognizing their needs
- Developing flexibility to handle requests, problems, and complaints
- Spotting important verbal and nonverbal cues
- Enhanced listening skills

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS258 Report Writing

32 Hrs

45-DD

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 365.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SR employees who wish to improve their report writing skills.

COURSE DESCRIPTION: Reports are an essential part of the communication process in Government. There is a constant flow of reports to the American public, while within agencies they are critical to management decision making. Well written reports do the job they are intended to do, quickly and effectively. This course covers the following topics:

- Purpose and scope of reports
- Preparing a thesis statement
- Researching and formatting report data
- Designing report layout
- Constructing sentences and paragraphs
- Editing reports for content and style

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS294 Conflict Resolution and Confrontation Skills

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 195.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Employees interested in today's collaborative, team-oriented workplace should attend.

COURSE DESCRIPTION: In this course, you will learn how to keep your cool, stand your ground, and reach a positive solution. The following topics are discussed:

- The five classic conflict-resolution strategies---and how to use each one
- How to 'confront' people in a way that minimizes defensiveness and hostility
- The secrets to controlling your own anxiety, fear, and anger
- Proven ways to prevent conflicts from escalating
- How to help others resolve their conflicts (essential for managers and parents)
- Specific ways to deal with manipulative tactics, such as blaming, sarcasm, sulking, one-upmanship, nit-picking, interrupting, and threats (spoken and upspoken)

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS306 How To Become a Great Communicator

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 149.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for employees interested in learning how to make a positive impact on people despite complaints, negative situations, or difficult personalities while feeling confident with their business etiquette.

COURSE DESCRIPTION: Participants attending this seminar will learn superior skills to handle every person in every situation with more ease and dexterity. Topics covered include:

- Making a strong, positive impact on others
- 'Reading' people: Tailoring your approach to individuals
- How to make unforgettable first impressions
- Dealing with the downside: Difficult people and negative situations
- Communication: A 2-way street
- 'Selling' yourself and your ideas
- Personal polish: Etiquette guidelines for professionals

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS310 Thinking Outside the Lines

8 Hrs

Provider: Rockhurst College (National Seminars Group)

Tuition/Materials/Other 99.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for anyone who has to solve problems, make decisions, or generate new ideas.

COURSE DESCRIPTION: Participants in this seminar will learn the skills needed to stay out of thinking ruts. Discover how to tap into your imagination and "re-think" the way you approach decision-making and problem-solving through this one-of-a-kind workshop. Covered topics include:

- Look beyond the boundaries of self-limiting perspectives
- Uncover the opportunities in every 'problem'
- Break negative thinking habits that are holding you back
- Take control of risk and make it your ally
- Think more quickly and accurately
- Get original ideas to flow naturally and make better decisions

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS316 Give Your Business Writing Clarity, Impact and Power

8 Hrs

Provider: Rockhurst College (National Seminars Group)

Tuition/Materials/Other 149.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who are interested in increasing their business writing skills.

COURSE DESCRIPTION: This course is designed to increase your writing potential. The topics discussed are:

- Turning ideas into writing: Tips for getting started quickly
- Writing letters, memos, and reports that are organized and reader-focused
- Making sure your message is clear and your writing is error-free
- How to influence, persuade, and sell
- Conveying professionalism and credibility in your writing
- Using contemporary writing techniques and an inviting tone to stimulate reading interest
- Practical solutions to real-world writing challenges

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS317 How to Meet Your Client's Needs

24 Hrs

Provider: American Management Association

Tuition/Materials/Other 1,295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for Federal employees who want to increase their communication skills.

COURSE DESCRIPTION: This course is to help add critical communications skills to the technical skills that are already possessed. To refine the ability to ascertain and analyze the needs of all organization's IS clients, meet their system's problems head on with viable solutions, communicate key concepts clearly to those with little or no IS experience, and learn negotiation and presentation skills essential in developing information systems that respond to needs and expectations. Topics to be discussed:

- The new role of Internal Consultants working within the information systems function
- Analyzing the big picture within your organizational environment
- Information gathering and interviewing
- Partners with a client team
- Shaping client expectations
- Process evaluation skills

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

COS328 Handling Difficult and Demanding Customers: A Communications Course

8 Hrs

Provider: American Management Association

Tuition/Materials/Other 139.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: The course addresses the following topics:

- How to make the customer feel valued from the start
- Recognizing and changing customer behavior patterns
- Calm different types of people using powerful phrases
- Choosing a communication style for each customer based on what they say
- Effectively responding to unreasonable demands
- Cutting through emotion to get the facts you need to solve problems
- How to keep from getting drawn into an argument

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

COS329 Customer Service Excellence

16 Hrs

45CD

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 335.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for all employees who want to improve customer satisfaction and interact effectively and positively with their customers.

COURSE DESCRIPTION: This course addresses the following topics:

- How to handle difficult customer interactions
- Who your internal and external customers are
- How to take advantage of all the techniques available to enhance customer service
- Strategies to ensure service quality in your organization
- Responding to your customers' needs and critical issues

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS331 Issues Seminar for Secretaries and Administrative Personnel

16 Hrs

45-TB

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 495.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Administrative and staff assistants, secretaries, office managers and other administrative employees who want to make the most of their potential should attend.

COURSE DESCRIPTION: The following topics will be covered:

- Emerging changes and opportunities in the work world
- How to create stronger relationships
- New ideas for career advancement
- Keeping up with technical advances
- Confidence-boosting techniques

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS332 Advanced Briefing Techniques

16 Hrs

45-BT

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all employees who want to gain valuable experience and confidence in delivering briefings.

COURSE DESCRIPTION: The course addresses the following topics:

- Organizing information for effective communication
- Translating features of your product into benefits that meet your audience's needs
- Delivering decision briefings and asking for action
- Using visual aids to enhance your briefings
- Handling difficult audiences
- Managing questions and objectives

PREREQUISITES: Briefing Techniques or Marking Presentations Works

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS334 Basic Communication Skills

40 Hrs

45-PE

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 525.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who want to develop their basic communication skills - speaking, listening and writing - to become more effective on the job.

COURSE DESCRIPTION: The course addresses the following topics:

- Delivering an oral presentation
- Organizing and composing your written work clearly and concisely
- Analyzing your verbal and nonverbal communication skills
- Recognizing communication barriers and how to minimize them
- Examining new approaches that will help you work well with others

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS335 Clear Writing Through Critical Thinking

24 Hrs

45-CT

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who wish to enhance writing skills by improving their thinking and reasoning ability.

COURSE DESCRIPTION: The course addresses the following topics:

- How to develop your ideas using a logical framework
- Reasoning skills that will help you organize your information, anticipate questions and draw sound conclusions
- Conveying information effectively
- Building problem-solving techniques into a critical pattern of thinking

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS336 Communicating For Results

16 Hrs

45-AL

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for individuals who want to communicate more effectively at work.

COURSE DESCRIPTION: The course addresses the following topics:

- How to share and exchange information
- Interpreting verbal and nonverbal feedback
- Using appropriate repetition
- Techniques to achieve greater understanding
- How to assess your own and others' communication styles
- Overcoming barriers to effective communication
- Speaking clearly and concisely to convey specific meaning

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS337 Conducting Effective Meetings

8 Hrs

45-DG

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 195.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Individuals interested in improving their meeting management skills should attend this course.

COURSE DESCRIPTION: Topics included in this course are:

- Evaluating when to have a meeting or not
- Developing a systematic approach to planning effective meetings
- Assessing effectiveness of participants and developing strategies to improve participation in meetings
- Establishing appropriate follow-up procedures and creating a plan for executing action items.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS339 Dealing with Workplace Negativity

16 Hrs

45-ZZ

Provider: Graduate School, USDA (IL)

Tuition/Materials/Other 285.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: All employees who seek solutions to avoid the problem of negativity in the workplace should attend.

COURSE DESCRIPTION: This course contains the following topics:

- Root causes of negativity
- Characteristics of negativity
- Ways the organization and coworkers enable the behavior of negative people
- How to discourage negative behavior in the workplace
- Methods and techniques to address negativity
- "Dynamic Communication" and assertive communication skills
- Steps in the Judgement Dance

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS340 Editing Fundamentals

32 Hrs

45-FC

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 495.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for secretaries, administrative assistants, and others who require a thorough introduction to editing techniques.

COURSE DESCRIPTION: The course addresses the following topics:

- Applying proven techniques of effective editing
- Recognizing and correcting errors in grammar and punctuation
- Editing written material more easily and effectively
- Producing written material that does the job
- Helping managers cope with the increasing volume of written material they are required to handle

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS341 Effective Writing

24 Hrs

45-EW

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for individuals that would like to enhance their writing skills by learning to write attention-getting, logical memos, reports and other documents.

COURSE DESCRIPTION: This course addresses the following topics:

- Outlining your information and ideas
- Selecting the right details to include
- Eliminating clutter
- Structuring your document to meet the needs of the reader
- Editing drafts for greater clarity

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS343 Fundamentals Of Business Writing

24 Hrs

45-EA

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 365.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees that write letters, memos or reports and want to improve his or her writing skills to communicate clearly and effectively.

COURSE DESCRIPTION: This course addresses the following topics:

- Spotting common writing errors
- Using outlines to organize your thoughts
- Writing clearly and concisely
- Combining ideas into effective sentences
- Fundamental writing concepts

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS344 Legal Writing for Non-Lawyers

16 Hrs

45-FD

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 335.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for non-lawyers who write letters, briefs, memorandums, or reports on legal or law-related matters.

COURSE DESCRIPTION: The course addresses the following topics:

- A systematic approach to understanding law-related documents
- Effective methods for writing and editing law-related correspondence and other documents
- Composing persuasive briefs

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS345 Managing Other People's Writing

24 Hrs

45-ET

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for those who supervise the writing of others.

COURSE DESCRIPTION: Topics in the course includes:

- Determining what causes writing problems
- Setting writing standards and encouraging their adoption
- Knowing what changes to suggest in a draft
- Providing constructive written and oral feedback
- Giving advice for the planning stage of writing
- Making the most of your reviewing time
- Taking advantage of editorial shortcuts

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS346 Positive Approaches to Difficult People

16 Hrs

45-HD

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Everyone who would like to learn practical techniques to successfully handle challenging personalities should attend this course.

COURSE DESCRIPTION: This course will cover the following topics:

- Hidden incentives that may encourage difficult behavior
- Controlling your reactions to certain individuals
- Positive strategies for dealing with people
- What motivates difficult people
- Techniques for handling particular behaviors
- How to clarify underlying issues
- Skillful questioning and listening techniques

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

COS347 Speaking with Confidence

24 Hrs

45-FE

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for those who wish to develop self-confidence and skill in public speaking.

COURSE DESCRIPTION: This course addresses the following topics:

- Develop a natural presentation style
- Use techniques to open and close a speech effectively
- Involve the audience to sustain interest throughout the presentation
- Stimulate and respond to questions appropriately

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

COS348 Successful Letter Writing

24 Hrs

45-DA

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 365.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees who wish to improve their written correspondence by learning how to organize and compose letters that are professional and easy-to-understand.

COURSE DESCRIPTION: The course addresses the following topics:

- Prewriting skills that will improve your letters
- Characteristics of well-written letters
- Organizing your information to avoid reader confusion
- Clarifying the purpose of your correspondence
- Using effective sentence and paragraph structures to reinforce your message

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

CPP102 Contracting For Technical Personnel: Part II, Contract Administration

24 Hrs

PRS17

Provider: DOE-HQ (HR)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for program or project personnel involved in the administration of contracts who need a working knowledge of responsibilities of a contracting officer's technical representative.

COURSE DESCRIPTION: This course acquaints participants with the roles, responsibilities, and authority of contracting officers and technical personnel in administration of contracts. This course covers the following areas:

- Introduction to contract administration
- Preparing for contract administration
- Post award orientation
- Quality assurance
- Administering award fee contracts
- Administering management and operation contracts
- Compliance with technical and schedule requirements
- Inspection and acceptance
- Payment of invoices
- Technical direction
- Subcontracting and subcontract consent/approval
- Modification of the contract
- Constructive changes
- Remedies for the Government
- Remedies for the contractor
- Contract disputes
- Contract terminations
- Contract closeout

PREREQUISITES: None

AVAILABLE SLOTS: Limited, controlled by HQ.

MINIMUM CLASS SIZE:

NOTE: Job Knowledge: Contracts, Procurement, Property Management

DOE-SR COURSE CATALOG

CPP110 Evaluating A Contractor's Performance

24 Hrs

Provider: Management Concepts, Inc.

Tuition/Materials/Other 450.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for program managers, project officers, contracting officers, technical representatives, contract administrators, and contracting personnel.

COURSE DESCRIPTION: Topics include relationships between specification, risk, contract type, and the need to evaluate contractor performance. The use of evaluation planning and practical techniques is covered. This course covers the following topics:

- Introduction to evaluating a contractor's performance
- Planning tools
- Monitoring and evaluating the contractor's schedule performance
- Monitoring and evaluating the contractor's cost performance
- Monitoring and evaluating the contractor's technical performance
- Informal tools to monitor and evaluate a contractor's performance

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE: 10

NOTE: Course cost is zero when presented locally.

CPP131 Advanced Federal Contract Law

40 Hrs

Provider: Management Concepts, Inc.

Tuition/Materials/Other 445.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for contracting officers

COURSE DESCRIPTION: This course concentrates on key legal decisions and concepts that are of concern to Federal contracting personnel and their counsels. Coverage includes a review of the jurisdictional environment and the basis upon which contracting officers and contractors defend their actions. The remedy-granting provisions of government contracts will be examined, and particular attention will be given to analyses by students of various court and board decisions.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CPP193 Task Order Contracting

16 Hrs

Provider: Educ. Services Inst. (ESI) Intl/George Washington University

Tuition/Materials/Other 775.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is for employees interested in understanding the flexible arrangements of Task Order Contracting to avoid the problems that can arise when they are used.

COURSE DESCRIPTION: Task order contracts provide Government agencies with flexible arrangements for acquiring a wide variety of services from commercial organizations. These contracts take many forms, including fixed-price-indefinite-delivery, cost-reimbursement, time-and-materials, labor-hour, or some combination of these. They may require the completion of a clearly defined task, delivery of a level of effort, or both. During this course, you will focus on the key issues in the formation and administration of task order contracts under the new FASA (Federal Acquisition Streamlining Act of 1994) requirements.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CPP195 Advanced Contract Administration

24 Hrs

Provider: DOE-HQ

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for contract managers and procurement personnel.

COURSE DESCRIPTION: The prime focus of this course is to identify and resolve complex DOE contract administration problems uncovered during DOE oversight or as a result of contract delays, modifications, or terminations. Students learn effective techniques for interpreting contract clauses and problem-solving methods for resolving contract issues. While useful as a refresher course for contract specialists, it is also extremely useful for technical personnel (program/project managers). This three-day course will enable procurement personnel to better manage new and existing contracts without the resource investment required by the longer course. It will be particularly valuable as a refresher for those participants who have already completed the basic course or who have already acquired sufficient pre-award abilities and for technical personnel who desire to enhance their management abilities.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CPP220 Intermediate Contract Pricing

72 Hrs

Provider: DOE-HQ

Tuition/Materials/Other 450.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for personnel whose responsibilities focus on statistical and economic analysis tools, application of quantitative techniques, and advanced contracting concepts.

COURSE DESCRIPTION: This course is designed to both reinforce pricing skills taught in CON104 and develop skills in price analysis, advanced pre-award pricing decisions, and general contract pricing issues. The first week of the course is primarily quantitative in nature, focusing on statistical and economic analysis tools. Public domain software is used in applying quantitative theory and in pricing situations. The second week focuses primarily on application of quantitative techniques and advanced contracting concepts. Students are encouraged to call on their unique experiences to provide a basis for discussion and analyses of relevant contract pricing topics, the application of appropriate pricing principles and development of workable solutions.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Students are expected to bring to class and be capable of using a calculator with an exponential and reciprocal function.

DOE-SR COURSE CATALOG

CPP223 Construction Contract Administration

36 Hrs

366/CEMP-
EC

Provider: Corps of Engineers

Tuition/Materials/Other 600.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for general engineers, physical scientists, facility representatives, safety personnel, and other technical specialists whose function is to safely accomplish the Department of Energy's mission in overseeing defense nuclear facility operations.

COURSE DESCRIPTION: This course provides a basic review of the Department of Defense (DOD) acquisition process as it relates to construction contract administration and field administration of fixed-price contracts. As an introductory course, it also serves as a development link between the construction and engineering career ladders. The course provides a basic understanding of fixed-price construction contracts, important operative FAR, DFARS, AFARS and EFARS clauses, legal considerations, and administrative requirements of Government contracting.

PREREQUISITES: Knowledge of the post-award construction contract process.

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CPP224 Estimating for Construction Modifications

36 Hrs

180/CEMP-
EC

Provider: Corps of Engineers

Tuition/Materials/Other 545.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for general engineers, physical scientists, facility representatives, safety personnel, and other technical specialists whose function is to safely accomplish the Department of Energy's mission in overseeing defense nuclear facility operations.

COURSE DESCRIPTION: This course covers the various elements of cost estimate (e.g., direct cost, indirect cost, profit) and the contract provisions and regulations relating to modification estimates. Also covered in the course are the estimating procedures for delays, suspensions, impact, acceleration and review and analysis of contractor cost proposal. The student will be required to complete a detailed cost estimate which will require work to be done after regular class hours. In addition, a mandatory pre-course assignment must be completed by the student and brought to the class. A pre-test and post-test will also be given.

PREREQUISITES: Cost Estimating (Basic)

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CPP226 Executive Contracting

40 Hrs

CON301

Provider: DOE-HQ

Tuition/Materials/Other 405.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel involved in the Acquisition Career Development Program (ACD)

COURSE DESCRIPTION: This course is an unique forum for senior personnel in the contracting field to examine a wide range of acquisition issues. Through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe congressional activities. This course provides an intensive executive level view of current issues and events in acquisition and in particular, contracting.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CPP227 Basics Of Contracting

160 Hrs

CON101

Provider: DOE-HQ

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel involved in the Acquisition Career Development Program (ACD).

COURSE DESCRIPTION: This is a survey course which encompasses the entire contracting process. Students are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR) and the DOD Supplement to the FAR (DFARS) as well as ethics and basic contract law. Application of the information is reinforced through a series of practical exercises that emphasize commercial practices including simplified acquisition procedures.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CPP228 Intermediate Contracting

152 Hrs

CON202

Provider: DOE-HQ

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel involved in the Acquisition Career Development Program (ACD).

COURSE DESCRIPTION: This course presents contracting personnel with an intensive examination of the life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, evaluation and award), and post award contract administration, plus contracting problem analysis.

PREREQUISITES: DAIWA Level I Certification or equivalent.

AVAILABLE SLOTS: 24

MINIMUM CLASS SIZE:

NOTE:

CPP234 Acquisition of Services

24 Hrs

43-PK

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 425.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for contract specialists, program managers, and others who develop statements of work, evaluate proposals, administer contracts, or otherwise involved in the acquisition of services.

COURSE DESCRIPTION: This course is designed to teach the basics of the acquisition process. The course addresses the following topics:

- Identifying the various types of services
- Government's principal policies of the acquisition of service
- Discusses the requirements of the Service Contract Act and the impact on both pre-award and post-award functions
- Highlights specific planning considerations associated with contracting for services
- Critique a performance-oriented work statement
- Explains the purpose and importance of source selection factors
- Emphasizes the special requirements for ethical conduct during the source selection process
- Understanding the objectives of contract oversight and the tools to achieve them
- Identifying ethical issues in service contracting and potential ethical abuses in day-to-day relationships with contractors
- Procedures and practices to reduce the probability of unethical behavior and improper practices

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

CPP237 Contracting Basics for Support & Administrative Personnel

24 Hrs

43-PA

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 425.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for program and technical staff, administrative assistants, office managers and others with Federal acquisition responsibilities who want to learn the fundamentals of Government contracting.

COURSE DESCRIPTION: The course addresses the following topics:

- Translating complex acquisition terms and concepts into every day English
- Understanding your administrative and support responsibilities in contracting and acquisition
- Grasping the purpose of the Government acquisition process
- Recognizing and avoiding potential conflicts of interest
- Interpreting key provisions of the Federal Acquisition Regulations (FAR)

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course content is zero when presented locally.

CPP238 Contracting Basics for COTRs

24 Hrs

43-PB

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 425.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: All contracting officer technical representatives (COTRs), project officers, task managers, auditors and others who handle Government acquisitions.

COURSE DESCRIPTION: This course is designed to introduce COTRs to the contracting process. The course addresses the following topics:

- Identifying the key elements and features of a contract
- Understanding various types of Government contracts
- Developing, awarding, and administering a contract
- Knowing the appropriate role of the COTR
- Communicating more effectively with your contracting officer and contractors
- Determining your advisory and monitoring responsibilities

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

CPP241 Government Contract Law

40 Hrs

43-PQ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 560.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Contract specialists, contract officers, project managers, lawyers and other persons interested in the legal framework of the Federal acquisition process.

COURSE DESCRIPTION: This course is designed to introduce contract personnel to the legal aspects of the acquisition process. The course addresses the following topics:

- Understand the laws and regulations which are the framework of Government contracting
- Know the legal requirements of sealed bidding and negotiation in the contracts award process
- Develop a legal perspective of types of contracts, subcontracting, contract administration, and performance
- Understand legal remedies for bidders and contractors and the roles of various judicial and administrative forums in resolving protests

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

CPP244 Introduction to Contracting

40 Hrs

43-PC

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 565.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: All personnel in acquisition-related fields.

COURSE DESCRIPTION: This course is designed as an introduction to contracting. The course addresses the following topics:

- List and describe the goals of the acquisition process in terms of quality, timeliness, and cost
- Explain potential tradeoffs to minimize risks, accomplish socioeconomic goals, maximize competition, and maintain integrity
- Assure that supplies and services are delivered when and where specified and the supplies and services conform to the contract terms and conditions
- List and discuss the roles of the legislative, executive and judicial branches of Government relative to Federal acquisition and describe the roles and responsibilities of acquisition personnel within the agency
- Describe the major function of the three phases of the acquisition process and state the primary business issues related to each function
- Understand what constitutes a modification, termination, and claim
- Describe examples of activities that are prohibited under the standards of conduct

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

CST211 Primavera 601 Introduction-Planning and Scheduling

32 Hrs

TGCGT007

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is for DOE-SR employees responsible for keeping a computerized tracking system.

COURSE DESCRIPTION: This course allows participants to acquire a background in the concepts of planning and scheduling while, at the same time, learning a Primavera software. The course leads the student through 10 workshops that create and track an entire project by using elements of project management, i.e.; fundamentals of project management, establishing project & coding structures, developing a schedule, scheduling, assigning calendars & constraints, customizing the layout, managing resources and costs, creating the target plan, and updating the current schedule.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CST212 Microsoft Access Introduction

8 Hrs

TGCGT015

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is for Federal employees who want to learn the basics of MS Access database program. Also, students will gain a general knowledge of Access and be able to open, create, and modify Access Databases.

COURSE DESCRIPTION: In this course, the following outline or topics will be covered:

- Overview of Access start, help, and exit
- Use Access Database, tables, and fields
- Create and use queries
- Sort and match records; and skills application exercises

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST215 Lotus Notes

4 Hrs

TGCGT035

Provider: WSRC/Chief Financial Officer Division

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for individuals interested in learning how to use Lotus Notes.

COURSE DESCRIPTION: This course is designed to introduce the user to the basic operations and features of Lotus Notes. Course objectives will include the following:

- Given the use of a desktop computer and the application, access the following Lotus Notes features;

Welcome Page

Using Mail

Database Windows

Bookmarks

- Execute the following Lotus Notes Functions;

Attachments

Rich Text Formats (RTF)

Document Links

Stationary and Letterheads

Address Books

To-Do Entries and Contact Lists

- Execute the following Calendar Functions;

Set Calendar Options

Create Calendar Entries

Modify Calendar Entries

- Access Mentor for Lotus Notes

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST280 Filemaker Pro (Windows) Intermediate

4 Hrs

BIE94021

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE personnel who work with Filemaker Pro.

COURSE DESCRIPTION: This course teaches intermediate skills necessary for working with Filemaker Pro. This course covers the following topics:

- Using link files
- Creating "pop-up" menus
- Creating calculation fields
- Using sub-summaries
- Creating label layouts
- Creating scripts
- Using password protection

PREREQUISITES: Working knowledge of FileMaker Pro.

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CST393 HTML-Web Page Design (Introduction)

4 Hrs

TGCGT012

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Employees interested in using the Web.

COURSE DESCRIPTION: The course contains the following modules:

- Language of the Web
- Tagging text elements
- Creating headings
- Paragraphs and lists
- Inserting character tags
- Understanding Web page structure

PREREQUISITES: none

AVAILABLE SLOTS: 8

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST401 GQL/USER

8 Hrs

TCGCT010

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for users of Data Warehouse.

COURSE DESCRIPTION: Using the necessary handouts and the computer, creating queries, results, and reports using the Graphic Query Locator (GQL) software for data warehouses. Topics covered will include:

- Data warehouse concepts
- Main Menu
- Preferences
- Data Diagram (Create a simple query, query a query, relationship, results, report buttons)
- Report menu (preformatted reports, predefined queries, end user queries)

PREREQUISITES: Working knowledge of MacIntosh Windows

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CST403 Microsoft Access for Windows Intermediate

7 Hrs

TGCGT020

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Participants who wish to learn about creating forms and reports.

COURSE DESCRIPTION: Students will be able to complete, create, and use forms and reports. Topics include:

- Creating and using forms
- Creating and using reports
- Using form controls and skills application exercises

PREREQUISITES: TGCGT015CL

AVAILABLE SLOTS: 8

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST412 Access Advance-Part 1

7 Hrs

TGCGT026

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: EThis course is designed for employees interested in learning to design applications by using external data.

COURSE DESCRIPTION: This course is designed to provide students with skills to develop an application by using one or more databases in access. Students will incorporate their knowledge about building tables, normalizing data, creating table relationships, creating queries. Topics include:

- Navigating from one form to another by using command button
- Automate form designed as a dialog box by using macro group
- Create and modify a switchboard form
- Create and use custom tool bars by using macro groups and visual basic code
- Create a form to use a splash screen upon application

PREREQUISITES: none

AVAILABLE SLOTS: 8

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST471 Microsoft Access 97 (CBT)

6 Hrs

IT000040

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for standard desktop users responsible for managing data or developing applications using Access 97. This course is appropriate for new and advanced access users.

COURSE DESCRIPTION: This course is designed for those students who wish to take advantage of computer-based training for Microsoft Access 97. It covers Access 97 basics & features, tables, forms, queries and reports. Microsoft Access 97 is available now for installation to all standard desktops. You can get credit for completing this training added to your training record.

Once you have completed a module, you will have the option of printing out a completion certificate. A copy of the certificate should be signed by your supervisor and forwarded to the Training Registration Center, so it may be entered onto your training record.

To install the product, go to START/PROGRAMS/SUPPORT APPLICATIONS/WINInstall Applications. The product will appear under your Programs menu listed as "Online Training" and it comes with a Word document that explains how to use the product. Entering your name and password when you use the product enables the software to keep track of the modules you have completed, but you must be careful to remember your user name and password because the Customer Response Center (5-HELP) cannot reset these for you. If you do not have access to a workstation, you can take this training in the 766-H CBT Center.

One advantage of taking computer-based training is the "pre-test" you can take before you begin a module of training, and that allows your training session to be customized to your needs. You won't have to sit through material that you already know well. You can also repeat sections as needed to reinforce your learning, and you can practice what you are learning right away.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST483 Access Advance - Part 2

16 Hrs

TGCGT027

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-1125

INTENDED AUDIENCE: This course is intended for anyone who would like to work with ACCESS at an advanced level.

COURSE DESCRIPTION: This course is designed to provide students with skills to perform more complex queries, create more efficient forms and reports, and create macros. Topics include:

- Designing parameter and action queries
- Outer join and crosstab query techniques
- Form design enhancements
- Subform design
- Using command buttons and macros with forms
- Using macros to provide user interaction and automate tasks
- Advance report techniques
- Replecating database files
- Customizing Access

PREREQUISITES: TGCGT015, TGCGT020, TGCGT026

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: *Students should be able to work with ACCESS at an intermediate level.

CST489 Access 97 Advanced

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR employees.

COURSE DESCRIPTION: Introduces the accomplished Access user to the most powerful aspects of Microsoft Access. Topics include: understanding Referential integrity; defining Cascade Deletes; using complex calculation expressions and selection criteria; using Expression Builder; understanding Mathematical and Logical Operator in expressions; using Parameter and Crosstab queries; working with Advanced Forms; creating Option Buttons; Check Boxes and Toggle Buttons on Forms; using Control Wizard to create complex controls on Macro groups; and creating and using a Switchboard Form as a starting point for a system.

PREREQUISITES: Windows 95 IntroAccess 97 Intermediate

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST490 Access 97 Intermediate

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE:

COURSE DESCRIPTION: Introduces the experienced Access user to the more powerful aspects of Microsoft Access. Topics include: understanding different Views: Table View, Datasheet View, Design View; modifying existing Tables; understanding Data Types and Field Properties; importing other file types; linking to other Tables; creating Charts with Chart Wizard and MS Graph; creating Main Forms and Subforms with Form Wizard; using and changing Controls and Control Properties; using Action Queries-Append, Update, Make Table; using criteria to query multiple Tables; creating Mailing Labels, creating Summary Reports with Expressions for counting and summing; enhancing Reports with graphics.

PREREQUISITES: Windows 95 IntroAccess 97 Intro

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CST491 Access 97 Intro

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR employees

COURSE DESCRIPTION: This course introduces the experienced Windows user to database fundamentals with Microsoft Access. Topics include: working with Access menus and dialog boxes; creating, editing Tables; moving and resizing columns and rows; using multiple Tables; entering and editing data; sorting, finding and deleting records; planning Table design; selecting and renaming fields; setting Primary keys; using Forms to add, find and edit records; creating and using AutoForms; using Datasheet view; creating and using Filters and Queries; creating and using AutoReports; grouping, sorting and totaling data in Reports; saving time with Database Wizard, Answer Wizards, AutoFormat and Shortcuts.

PREREQUISITES: Windows 97 Intro

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST492 Excel 97 Introduction

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR employees

COURSE DESCRIPTION: This course introduces the experienced Windows user to the fundamentals of using Microsoft Excel. Topics include: creating, editing, saving and printing spreadsheets, working with Excel menus and dialog boxes; adjusting column widths and moving cells; formatting numbers, text and cells; automatically filling a series of numbers; understanding formulas and functions; formula construction including relative and absolute cell references; using AutoSum and AutoCalculate; modifying the appearance of worksheet with colors, borders and shading; previewing and printing worksheets; adjusting page setup options; creating and modifying charts made from worksheets.

PREREQUISITES: Windows 97 Intro

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CST493 Word 97 Introduction

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR employees

COURSE DESCRIPTION: This course introduces the experienced Windows user to the basics of word processing with Microsoft Word while creating a company picnic flyer. Topics include: creating, editing, saving and printing documents, working with Word menus and dialog boxes, starting documents with Templates; working with non-printing characters; cutting, copying and pasting text in the same and multiple documents; using find and replace; formatting text appearance; using the Format Painter; creating numbered and bulleted lists; adding borders and shading to text; inserting graphics into document; and using Spell Check

PREREQUISITES: Windows 95 Intro

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST494 PowerPoint 97 Introduction

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Crumley)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR employees

COURSE DESCRIPTION: This course introduces the experienced Windows user to the basics of presentation with PowerPoint. Topics include: creating, editing, saving and printing documents, working with Word menus and dialog boxes; creating, editing, saving and printing slides; inserting and reorganizing slides in Outline View; working with Slide Masters; changing Placeholders, setting format Styles, working in Slide View, adjusting slide backgrounds, inserting and manipulating Clipart, changing AutoLayouts; working with Drawing Tools; creating a MS Graph; creating an Organization Chart; using Slide Sorter View; applying Builds and Transitions, running Slide Shows; and setting Printing Options.

PREREQUISITES: Windows 95 Introduction

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

CST495 Windows 95 Introduction

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR

COURSE DESCRIPTION: This course introduces the Windows 95 operating system to those who know computer basics but are new to Windows. Topics include: understanding the role of Windows 95; working with the Desktop and the Taskbar; using Shortcut menus; managing Files and Folders; using the Recycle Bin; creating personal Shortcuts for easy access to files and devices; using the Help system; learning how to work within programs (using menus, creating and saving files, formatting text appearance, cut-copy-paste text and graphics) and move information between multiple programs; and customizing the Desktop.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

CST496 Windows 95 Intermediate

6 Hrs

Provider: Comp USA

Tuition/Materials/Other 122.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR

COURSE DESCRIPTION: This course introducing Windows 98, using the taskbar, working on the desktop, managing files and folders, using help, working with applications, and exchanging information between applications

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

EIB101 Pre-Retirement Planning Seminar

24 Hrs

42PD

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 425.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for Federal employees within three to five years of anticipated retirement.

COURSE DESCRIPTION: This seminar deals directly with issues of concern for employees approaching retirement. This course includes the following:

- Federal benefits
- Financial preparedness for retirement
- Legal concerns
- Health concerns
- Transition to retirement
- Opportunities for growth

PREREQUISITES: none

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Spouses are invited to attend. Any participant bringing his or her spouse should notify the Registration Center (5-9729).

DOE-SR COURSE CATALOG

EIB102 Mid-Career Planning Seminar

16 Hrs

42PR

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 335.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This program is intended for mid-career employees.

COURSE DESCRIPTION: This course is designed for employees in 'mid-career' and deals directly with these issues by presenting specific facts and techniques to enable employees to properly plan for retirement. Topics discussed include:

- Federal benefits
- Assessment of current financial status
- Projection of future needs to attain financial security for family and retirement
- Estate planning
- Development of a comprehensive career plan
- Establishment of an action plan for managing time and talents

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

EIB105 Career Planning Workshop

24 Hrs

42-VS

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Employees at the GS-7 level and below who are interested in job enhancement and career advancement should attend.

COURSE DESCRIPTION: In order to provide relevant, practical information to lower-grade employees on enhancing their Federal career, this course covers a wide range of career development strategies. The course emphasizes advancement within the Federal system and provides an excellent vehicle for increasing the quality of applications and career planning for those employees most in need of realistic avenues for self-development. Ultimately, agency management will benefit by increasing its options for advancement of skilled people from within.

Topics discussed include:

- The individual development plan
- Planning for advancement
- Available resources
- Training
- The SF 171

PREREQUISITES: none

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

EIB130 Basic EEO Counseling

32 Hrs

42-UD

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 575.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for any employee who has been designated as an EEO counselor or has other EEO responsibilities.

COURSE DESCRIPTION: This course stresses key regulations regarding EEO counseling, as well as teaching basic counseling skills and techniques. It is a good foundation for the new EEO counselor. Topics include the following:

- EEO regulations
- Personnel management and EEO
- Introduction to counseling
- Problem exploration
- EEO case studies
- Communication styles and patterns
- Counseling skills
- Counseling with alleged discriminating officials
- Report writing

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

EIB131 Federal EEO Affirmative Employment Program Planning

32 Hrs

22UA

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 595.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for EEO and personnel officers, specialists, and persons involved in developing the various AEP plans required by EEOC regulations.

COURSE DESCRIPTION: This course will enhance your skills in implementing and maintaining an effective and successful affirmative action program as a result of the development of a cost-efficient plan.

Topics include the following:

- History of EEOC-AAPP
- Interpretation of all major requirements of the EEOC-AAPP instructions

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

EIB146 Advanced EEO Counseling

32 Hrs

42-UF

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 465.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for EEO (Equal Employment Opportunity) Counselors who have completed Basic EEO Counseling.

COURSE DESCRIPTION: For Equal Employment Opportunity counselors who have received their basic training and who wish to sharpen their counseling skills, this course is a must. It also refreshes basic regulatory knowledge and highlights the latest changes in EEO.

Course contains the following:

- Recent EEO developments
- Nonverbal communications
- Problem-solving systems
- Causes of EEO problems
- Advanced counseling techniques
- Counseling with allegedly discriminating officials
- Counseling with minority employees

PREREQUISITES: Basic EEO Counseling.

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

EIB164 Federal Dispute Conference

40 Hrs

GE0721020

Provider: Federal Dispute Resolution (FDR), Inc.

Tuition/Materials/Other 800.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE personnel with the responsibilities in resolving disputes in the workplace.

COURSE DESCRIPTION: In the course, the following topics will be discussed:

- Analytical problem solving in the Alternative Dispute Resolution Process
- Avoiding pitfalls when taking performance based actions
- Designing and establishing an EEO Mediation Program

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

EIB194 FERS Retirement Benefits

32 Hrs

42TH

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 475.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for personnel specialists experienced in CSRS (Civil Service Retirement System) and responsible for determining retirement codes, counseling potential FERS (Federal Employees Retirement System) retirees, processing FERS applications.

COURSE DESCRIPTION: This FERS course addresses the aspects of the law for FERS retirees that differ from those for CSRS retirees. This course provides current information on FERS retirement benefits, manual computations of annuity estimates, and processing retirement forms. Topics covered include:

- Federal Employees Retirement System
- Civil Service Retirement System
- Computing annuities
- Thrift Savings Plan

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

EIB195 Special Emphasis Program Manager Training

24 Hrs

42UZ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 465.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is for managers and members of Special Emphasis Programs (SEP).

COURSE DESCRIPTION: This course is designed to help SEP program managers and committee members become more effective. Major categories to be addressed include:

- What is the Special Emphasis Program
- Serving as the SEP Manager for your agency
- Sponsoring SEP activities
- Important program tools

PREREQUISITES: None.

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

EIB213 Reduction-In-Force

24 Hrs

42PT

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 495.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for Federal personnel staffing specialists, employee relations officers and specialists, and other personnel whose responsibilities include directing or administering a reduction-in-force.

COURSE DESCRIPTION: In this course, you will learn how to properly plan and execute a Reduction-In-Force (RIF) in accordance with the requirements and flexibilities inherent in current procedures. You will be able to:

- Define key terms including competitive area, competitive level, retention group, retention sub-group, bumping and retreating
- Establish a retention register
- Apply the Reduction-In-Force (RIF) actions of displacement, retreating, bumping, and separation
- Recognize and differentiate transfers of function from reorganizations, as well as employee rights and agency obligations in transfers of function
- Explain pay implications in reduction-in-force
- Explain special employment programs for displaced employees
- Recognize (RIF) actions subject to appeal, explain the appeals procedure, and cite current relevant case law

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

EIB254 EEO for Supervisors and Managers

16 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 325.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: (803)725-9729

INTENDED AUDIENCE: This course is intended for managers, supervisors, and team leaders.

COURSE DESCRIPTION: Supervisors and managers are the key to building and maintaining a diverse work force. In this course you will learn what your basic obligations are. Topics covered include:

- Understand diversity issues present in the workplace
- Implement management's role in the EEO program
- Consider the impact of EEO laws when making decisions
- Take appropriate action when an EEO complaint is filed
- Use the Special Emphasis Program to achieve EEO objectives

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

ENV116 CERCLA Orientation And Remedial Investigation Feasibility Study Workshop

24 Hrs

Provider: NETO Project - ORAU

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE and contractor personnel that have little or no familiarity/experience in the basic background and implementation of CERCLA.

COURSE DESCRIPTION: Participants are provided with a basic understanding of CERCLA, and an in-depth review of the Remedial Investigation/Feasibility Study (RI/FS) process as it applies to DOE's environmental restoration program. Day one consists of an overview of the CERCLA process. Days two and three focus on the RI/FS process and address site characterization, risk assessment, and remedy selection issues confronting DOE CERCLA sites. Attention is given to public involvement in the cleanup process. The course includes a final comprehensive exam.

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

ENV118 Environmental Monitoring

40 Hrs

Provider: Oak Ridge Institute for Science and Education (ORISE)

Tuition/Materials/Other 1,595.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for individuals who are designing or implementing environmental monitoring programs yet whose practical and/or theoretical experience in this area is limited.

COURSE DESCRIPTION: This one-week laboratory-oriented course introduces participants to the basic theories and mechanics of environmental monitoring for radioactivity. Approximately 50% of the time is spent collecting and analyzing samples; The remaining time will be devoted to lectures. Lecture and laboratory topics include:

- Air monitoring
- Soil sampling (surface and subsurface)
- Sediment sampling
- Water sampling
- Regulatory requirements
- Vegetation and food sampling
- Borehole logging
- Direct gamma measurements

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

ENV131 Pollution Prevention & Waste Minimization In Environmental Restoration

3 Hrs

ENV359

Provider: NETO Project - ORAU

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE and contractor personnel working remediation and decommissioning projects.

COURSE DESCRIPTION: The course is designed to assist participants in integrating the concepts and techniques of pollution prevention and waste minimization into remediation and decommissioning projects. The information in this course arms environmental

restoration personnel with the knowledge and the tools to effectively evaluate pollution prevention and waste minimization opportunities and to implement these opportunities into the project when technically and economically sound. The course describes how employees

can use pollution prevention and waste minimization techniques to assist their site in meeting

"2006 Plan Efficiency Targets" to reduce the generation of regulated and non-regulated waste, and prevent future pollution and reduce secondary waste cleanup and stabilization activities by 10 percent annually. The training includes a 14 minute video entitled, "Tooling

up for Success-Integrating P2 into ER."

Topics covered include:

- Routine and non-routine waste generating activities;
- Waste generation quantities and waste management costs;
- 2006 Plan waste generation estimates and cost projections;
- Regulatory drivers controlling ER activities for waste minimization and pollution prevention;
- Lessons learned, case studies from historic examples;
- Waste disposition options;
- Evaluating and documenting waste generation
- Resources.

PREREQUISITES: None

AVAILABLE SLOTS: 40

MINIMUM CLASS SIZE: 15

NOTE:

DOE-SR COURSE CATALOG

ENV149 EPCRA Section 313 Toxic Release Reporting Requirements

24 Hrs

Provider: NETO Project - ORAU

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE and contractor environmental compliance and management staff responsible for preparing and submitting their facility's Toxic Release Inventory and Pollution Prevention report(s).

COURSE DESCRIPTION: The training course consists of a series of presentations covering the requirements of Section 313 and related sections of the Pollution Prevention Act of 1990 (PPA). The training course will also address the Emergency Planning and Community Right to Act Section 313 and PPA reporting requirements as they apply to Federal agencies as a result of Presidential Executive Order 12856, "Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements." A variety of hands-on exercises using the Toxic Release Inventory (TRI) reporting Form R and associated guidance materials are used to help participants understand the TRI reporting process. Participants will receive 2.0 Continuing Education Units (CEUs) for completion of this course

Topics include:

- _ Executive Order 12856;
- _ TRI reporting requirements and thresholds;
- _ Information management;
- _ Changes to TRI Form R; and
- _ Reporting requirements under the Pollution Prevention Act.

PREREQUISITES: Attendance at Release Reporting and Emergency Planning and Community Right-to-Know Act of 1986 Course is recommended.

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Government Employees: There is no cost.

DOE-SR COURSE CATALOG

ENV192 Principles for Accelerating Facility Disposition

16 Hrs

Provider: NETO Project - ORAU

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE program and project managers and contractor personnel who are involved in the management or execution of environmental restoration work governing the disposition of facilities at DOE installations in accordance with CERCLA and Integrated Safety Management.

COURSE DESCRIPTION: This course presents an integrated framework of drivers, lessons learned, and flexible tools that emphasize a focus on streamlining accomplishment of technical work and reaching desired end states within the facility disposition framework. The course also describes how integrated safety management principles and functions are addressed during the facility disposition phase. Participants apply lessons learned to facility disposition planning and implementing facility disposition plans. A series of case studies are used to illustrate course concepts for students.

Topics covered include:

- Policy/regulatory requirements for deactivation and decommissioning under CERCLA
- Application of principles of environmental restoration and other streamlining programs
- Project management of D&D activities under CERCLA removal authority
- Evaluation of direct and indirect costs impacts associated with D&D projects
- Methods to integrate Integrated Safety Management System strategies and concepts into tools that help streamline D&D projects

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE: 15

NOTE:

DOE-SR COURSE CATALOG

ENV204 The Clean Air Compliance Institute

32 Hrs

Provider: Government Institutes, Inc.

Tuition/Materials/Other 1,699.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for Environmental Professionals who require an understanding of the Clean Air Act, permit programs, emission controls, and recordkeeping.

COURSE DESCRIPTION: This course is designed to focus on compliance strategies, learning which technologies will work best for you, focusing on how to comply with your permit application, and gaining information to ensure your management and engineering strategies work. The course covers the following topics:

- Renewal, reopening and revision of the Title V operating permit
- Implementation of National Ambient Air Quality Standards and the Nonattainment Program
- New air quality standards for ozone and particulates
- Proposed rule (62 FR 60317, November 17, 1997) to reduce the transport of nitrogen oxide emissions in 22 states
- The Accidental Release Prevention Section of the Clean Air Amendments
- Control technology regulation of existing sources through the reconstruction and modification rules
- EPA and state Clean Air Act enforcement trends and activities

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

ENV256 Environmental Laws & Regulations Course

24 Hrs

Provider: NETO Project - ORAU

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE employees new to the field of waste management, environmental compliance, or environmental restoration who need an overall understanding of the environmental laws and regulations governing DOE activities.

COURSE DESCRIPTION: This course introduces the primary environmental laws affecting the Department of Energy, especially its waste management, environmental restoration, and decommissioning programs. Participants learn about the various laws and regulations that impact the DOE mission, and how external factors affect the decision-making and rule-making process. The course is organized around actual DOE case studies that provide lessons learned and give the students the opportunity to study how environmental compliance issues have been supported and resolved. The strength of the course is its focus on how the various laws and regulations are applicable to DOE. The detailed course manual serves as a reference summarizing the requirements of each environmental law or regulation. The course includes a final comprehensive exam. Participants will receive 2.4 Continuing Education Units (CEUs) for completion of this course.

Laws and regulations summarized include:

- National Environmental Policy Act (NEPA);
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA);
- Resource Conservation and Recovery Act (RCRA);
- Federal Facility Compliance Act (FFCA);
- Clean Air Act (CAA) and Amendments;
- Clean Water Act (CWA);
- Safe Drinking Water Act (SDWA);
- Toxic Substances Control Act (TSCA);
- Occupational Health and Safety Act (OSHA);
- Hazardous Materials Transportation Act (HMTA);
- Emergency Planning and Community Right-to-Know Act (EPCRA);
- Atomic Energy Act (AEA);
- Price-Anderson Amendments Act (PAAA); and
- Uranium Mill Tailings Radiation Control Act (UMTRA).

PREREQUISITES: None

AVAILABLE SLOTS: 25

MINIMUM CLASS SIZE:

NOTE: Government Employees: There is no cost.

DOE-SR COURSE CATALOG

ENV293 Managing Human Health and Ecological Risk Assessments Under CERCLA & RCRA

24 Hrs

Provider: NETO Project - ORAU

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for Federal and State Agency personnel involved in site cleanup activities that include conducting radiation surveys and investigations to support demonstrating a successful cleanup. This course is oriented toward CERCLA, federal facility, and RCRA sites.

COURSE DESCRIPTION: This course provides participants with a review of the risk assessment role in the RCRA Facility Investigation (RFI) and the CERCLA Remedial Investigation/Feasibility Study (RI/FS) processes. The emphasis is on the fundamentals of planning and conducting risk assessments from a DOE project management perspective. The course specifically aids the participants to define the DOE project manager's role in the risk assessment process and provide tools for making risk management decisions and communicating risks to stakeholders. Students are provided with a comprehensive course manual and numerous DOE and EPA risk assessment publications. The course includes a final comprehensive exam. Participants will receive 2.4 Continuing Education Units (CEUs) for completion of this course.

Topics covered include:

- Introduction to risk assessment and the risk assessment process;
- Overview of the CERCLA/RCRA regulatory framework;
- Project planning and site investigation: process planning;
- Project planning and site investigation: conceptual site model and data quality objectives;
- Human health risk assessment: chemical assessment;
- Human health assessment: radiological assessment;
- Risk communication and public involvement;
- Ecological risk assessment;
- Moving from risk assessment to risk management; and
- Computational approaches.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Government Employees: There is no cost.

DOE-SR COURSE CATALOG

ENV319 Mixed Waste Short Course

8 Hrs

Provider: NETO Project - ORAU

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE and contractor personnel involved with the identification, characterization, storage, treatment, disposal, or transportation of mixed (hazardous and radioactive) waste. Individuals concerned only with radioactive or hazardous waste (non-mixed regulated wastes) would also find the course useful.

COURSE DESCRIPTION: This introductory-level course provides instruction in the terms and basic concepts used in the management of mixed (radioactive and hazardous) waste. At the completion of the course, participants will be able to define mixed waste; recognize the waste streams from which mixed waste is typically generated; identify the legal considerations relevant to the treatment, storage, and disposal of mixed waste; explain the impact of the Federal Facility Compliance Act on mixed waste management at DOE; identify mixed waste treatment technologies; explain the identification and characterization of mixed waste describe packaging and transportation requirements for mixed waste; and describe mixed waste storage and disposal practices in the DOE complex. The course text is a reference manual for the identification and management of mixed waste. The course includes a final comprehensive exam. Participants will receive .8 Continuing Education Units (CEUs) for completion of this course.

Topics covered include:

- Historical overview of DOE and mixed waste management
- Regulatory framework and status
- Relationship between Resource Conservation and Recovery Act and mixed waste
- Mixed waste definition
- Waste types and sources
- Characterization of mixed waste
- Transportation of mixed waste
- Storage, treatment, and disposal of mixed waste and mixed waste treatment technologies

PREREQUISITES: None

AVAILABLE SLOTS: DOE 10, WSRC 15

MINIMUM CLASS SIZE:

NOTE: Government Employees: There is no cost.

DOE-SR COURSE CATALOG

ENV351 Multi-Agency Radiation Survey and Site Investigation Manual Training (MARSSIM)

24 Hrs

Provider: NETO Project - ORAU

Tuition/Materials/Other 1,125.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE field office and laboratory program and project managers and contractor personnel who are involved in site cleanup activities that include conducting radiation surveys and investigations to meet the requirements of the Final Status Survey.

COURSE DESCRIPTION: The Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) was recently produced jointly by DOE, DOD, EPA and the NRC. This course provides information essential to environmental personnel responsible for planning, conducting, evaluating and documenting building surface and standards. The course supports the MARSSIM objective to bring about a nationally consistent approach for conducting cleanups, known as Final Status Surveys, required by the responsible Federal or State Agency at the end of the cleanup actions. This course assists site and regulatory personnel in assessing such demonstrations. The course features DOE and EPA guest speakers, problem-solving, case studies and highly interactive exchange between instructors and student to enhance learning. Handouts, references and a copy of the MARSSIM are provided.

Topics covered include:

- Overview of the Radiation Survey and Site Investigation Process
- Survey Planning and Design
- Field Measurement Methods and Instrumentation
- Interpretation of Survey Results

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

ETT282 Ready to re-use

Hrs

Provider: DOE-SR (HRM&DD)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR:

CONTACT:

INTENDED AUDIENCE:

COURSE DESCRIPTION:

PREREQUISITES: none

AVAILABLE SLOTS: N/A

MINIMUM CLASS SIZE:

NOTE:

ETT325 Nuclear Science

40 Hrs

TTFGNS1A

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed to give the facility operators the knowledge to understand the basis of safety requirements concerning the handling of radioactive and fissile materials.

COURSE DESCRIPTION: This course covers the following subject areas: atomic nature of matter, radioactive decay; neutron interactions, nuclear fission and criticality. It includes a case history from Los Alamos in 1958.

PREREQUISITES: TTFGMA1A and TTFGHPH1A

AVAILABLE SLOTS: 25

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

ETT330 Mechanical Science

28 Hrs

TTFGMS1A

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for engineers, facility representatives, or technical staff who would like a review/refresher in Mechanical Science.

COURSE DESCRIPTION: This course describes the basic principles of valves, and valve actuators, positive displacement pumps, centrifugal pumps, jet pumps, filters, strainers, heat exchangers, ventilation system, and steam systems, compress air systems, refrigeration systems, pump laws, print reading, piping and instrument diagrams.

PREREQUISITES: none

AVAILABLE SLOTS: 25

MINIMUM CLASS SIZE:

NOTE: This course is equivalent to ETT 757 which is an expanded version of the course intended for WSRC operators and supervisors.

ETT343 Principles of Electricity

28 Hrs

TTFGEL1A

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for engineers, facility representatives, or technical staff who would like a review/refresher in Electricity

COURSE DESCRIPTION: This course describes the basic principles of electricity, electrical forces, electrical terminology, units of measurements, magnetism and magnetic induction; DC circuits, DC sources, Kirchhoffs Laws batteries, AC generation, AC analysis, three-phase circuits, AC motor theory, transformers, system components, and protective devices; motor controllers, switches, electrical devices, drawings; and hazards, breakers, AC system, grounding, AC generator components, variable speed drivers, and uninterruptable power supplies.

PREREQUISITES: none

AVAILABLE SLOTS: 25

MINIMUM CLASS SIZE:

NOTE: This course is equivalent to WSRC course TTFGEL1A which is an expanded version of the course intended for WSRC operators and supervisors.

DOE-SR COURSE CATALOG

ETT344 Chemistry

28 Hrs

TTFGCH1A

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for engineers, facility representatives, or technical staff who would like a review/refresher in Chemistry Fundamentals.

COURSE DESCRIPTION: This course describes the basic principles of chemistry including matter, states of matter, atoms, chemical bonding, oxidation, reduction, corrosion, chemical safety and solutions, acids, bases, salts, water chemistry and ion exchange chemistry.

PREREQUISITES: none

AVAILABLE SLOTS: 25

MINIMUM CLASS SIZE:

NOTE:

ETT359 Computing

2.5 Hrs

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Engineers preparing for the Professional Engineering examination.

COURSE DESCRIPTION: The topic areas covered will be:

1. Algorithms and their representations
2. Data structures
3. Control structure
4. Engineering computation (approximation, roots, integration matrix computations)
5. Commercial software packages (spreadsheets, statistical computation)

The basic concepts will be covered. Primary emphasis will be placed on fundamentals which would have been covered in a basic course in computer science and engineering or in courses where the application of principles would have been utilized.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT560 Mathematics for Engineers

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course 1 in a series of 31 courses offered by Clemson University College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE sequence (ETT 596). The course will be a review of the following:

- Calculus: the derivative and its application to motion problems, related rates, and maxima and minima; the integral and its application to areas, volumes, centroids, liquid pressure, and work done by a variable force; a brief look at limits, improper integrals, exponentials, and logarithms
- Differential equations: solution of differential equations of several types, including variables separable, linear of first order, linear of higher order, especially second
- Applications of differential equations to growth and decay problems, mixture problems, and dynamics problems
- Statistics: a review of the normal and binomial distributions; application to statistical inference and quality control

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT561 Structure of Matter and Physics for Engineers

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course 2 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE sequence (ETT596). This course covers the following topics:

- Problems involving dynamics, thermodynamics, electric, and magnetic fields
- Optics and wave phenomena
- Atomic and nuclear physics

The basic principles used in solving these problems are pointed out and a method of attack in solving similar problems is established.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT562 Chemistry for Engineers

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course 3 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE sequence (ETT596). The course includes the nature and structure of the following:

- Elements
- Ionic compounds
- Covalent molecules
- Writing formulas and naming phosphorus compounds
- Balancing equations
- Mole concepts and calculations
- Chemical formulas
- Gas laws
- Stoichiometry (weight-weight and weight-volume)
- Concentrations of solutions
- Neutralization
- Solubility
- Acid-base, including pH and buffers
- Relationships between molecular structure and physical properties of common substances
- Rates of reaction

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT563 Engineering Economics

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer PE).

COURSE DESCRIPTION: This is course 4 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE (ETT 596) or PE sequence (ETT 595, 597, 598, 599). The course will be a review of economic analysis problems in which various economic alternatives are considered. Basic economic tables, compound interest, present worth, sinking funds, and capital recovery will be covered. Problems that will be reviewed involve purchase versus rentals, purchase of A versus purchase of B, real estate purchases versus bond or savings investments, and finding true annual interest rate.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT564 Basic Electrical Circuit Analysis

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 195.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course 5 in a series of 31 courses offered by Clemson University's College of Engineering Professional engineering Reviews. It may be taken individually or as part of the FE sequence (ETT596). The course covers the following topics:

- Relationships of voltage and current
- Ideal elements and sources
- Voltage divider relationship
- Current divider relationship
- Application of source conversion to problem solution
- Steady-state DC circuit analysis
- Examples of network solutions
- Balanced three-phase circuits
- Three-phase system solid-grounded neutral
- Series and parallel resonance

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT565 Applied Thermodynamics

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course number 6 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE (ETT596) or mechanical engineering sequence (ETT599). The course covers the following topics:

- Use of tables and charts to obtain the properties of temperature, pressure, volume, internal energy, enthalpy, and entropy
- First law of thermo for steady-flow systems and for closed systems
- Ideal gas equations and processes (isentropic, isothermal, polytrophic)
- Mixtures of gases, power cycles (Otto, Diesel, Brayton, Rankine)
- Refrigeration cycles
- Flow through nozzles
- Psychrometric principles

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT566 Engineering Statics

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course 7 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE sequence (ETT596). The course includes the following topics:

- Force resultants and components
- The equilibrium of rigid bodies, free body analysis for rigid bodies, including frames and trusses
- Static friction
- Centroids
- Area moments of inertia

The primary emphasis is on free body analysis, and the format is based on illustrative problems and solutions.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT567 Engineering Dynamics

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course 8 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE (ETT596) sequence. The course will review kinetics and relative motion; Newton's laws, force, mass, and acceleration; work-energy concepts; and impulse momentum. Many sample problems will be solved.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT568 Strength of Materials

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course number 9 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE (ETT596) or mechanical engineering sequence (ETT599). The course covers the following topics:

- Presentation of the basic equations of strength of materials, including solution of examination-level problems
- Uniaxial loading
- Shear
- Area moment of inertia
- Torsion
- Bending
- Combined loading
- Stress and deflection in beams, pressure vessels, columns, and composite sections
- Other basic concepts

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT569 Basic Fluid Mechanics

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering FE or Professional Engineer).

COURSE DESCRIPTION: This is course 10 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the FE (ETT596) sequence. The course will review fluid properties, hydrostatics (pressure loading and momentary), continuity equation, energy equation, momentum equation, similitude and dimensionless numbers, pipe and open channel flow, boundary layer flow, and external flow (flow over bodies, such as buildings, etc.). Presentation will be at a basic level, stressing fundamental concepts and applications.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT570 Structural Analysis & Steel Design

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course number 11 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the civil engineering sequence (ETT597). The course will review analysis methods commonly used to solve structural problems involving determinate and indeterminate trusses, beams, and frames. Methods of calculating shears, moments, and deflections in these structures will be reviewed during the process of solving typical problems such as design of steel structures based principally on the use of the Manual of Steel Construction, published by the American Institute of Steel Construction. Also, a review of requirements stated by the current design codes with regard to beam, column, and frame design involving steel structures will be included.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT574 Highway and Traffic Engineering

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 15 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the civil engineering sequence (ETT597). The course discusses several basic concepts in highway and traffic engineering. An important part of the course consists of problems related to the geometry of horizontal circular highway curves and vertical parabolic highway curves. In addition to several route surveying problems, the worked problems include the following:

- Super elevation problems
- Spiral curve problems
- Earthwork (mass diagram) problems
- Highway interchange design problems

A brief discussion of some other traffic engineering problems is also included.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT575 Applied Heat Transfer

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 16 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the chemical or mechanical engineering sequences (ETT595, ETT599). This course covers the following topics:

- Steady-state conduction through composite walls and cylinders
- Transient conduction
- Systems with heat sources
- Forced convection and natural convection coefficients
- Simplified expressions for common fluids
- Overall transfer coefficients
- Heat exchangers
- Combined radiation and convection

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT576 Air Conditioning Design

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 17 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the mechanical engineering sequence (ETT599). The instruction level of the theory portion is at the senior college level and the applications are at the professional level. This course covers the following topics:

- Psychrometric properties of atmospheric air
- Analytical solution
- Graphical solution
- Air-humidity processes
- Adiabatic air mixing processes
- Review of heating and cooling loads
- Vapor compression refrigeration cycles
- Centrifugal fans
- Cooling coil performance
- Air washers
- Cooling towers

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT577 Mechanical Design I - Mechanisms and Machine Elements

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 18 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the mechanical engineering sequence (ETT599). The theory and application of the fundamental machine components will be reviewed. Linkages, cams, gears, and gear trains; clutches; brakes; and bearings will be emphasized. Solved problems will be provided to illustrate each topic.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

ETT578 Mechanical Design II - Stress, Strain, Deflection, and Failure Theory

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 2 (2 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 19 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the mechanical engineering sequence (ETT599). The course will cover the application of topics from strength of materials to the design of machine elements. It will include study of the effects of both static and fatigue loading involving tension, compression, torsion, bending, and direct shear, singly and in combination. The review of deflection analysis will include Castigliano's theorem. Solved problems will be provided to illustrate each topic.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT580 Practice Oriented Electrical Circuit Analysis

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 21 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the electrical engineering sequence (ETT598). The course is a review of steady-state and transient direct current and alternating current circuit analysis methods, including network reduction, node, and mesh analysis. Thevenin's theorem, superposition, and power computations are reviewed. Transient analysis of direct current and alternating current circuits is treated using time-domain and Laplace transform techniques. Mutually coupled circuits, frequency response, and resonance phenomena are examined. Non-sinusoidal waveforms are analyzed using the Fourier series.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT582 Power System Analysis I - Three-Phase Circuits and Transformers

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course number 23 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the electrical engineering sequence (ETT598). The course includes the following topics:

- Analysis of three-phase balanced circuits
- Ideal and nonideal power transformer models
- Calculation of voltage regulation and efficiency
- Per unit system
- Autotransformers
- Three-phase transformers
- Parallel operation of transformers
- Sample problems

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT583 Power System Analysis II - Symmetrical Components and Fault Analysis

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering or Professional Engineering).

COURSE DESCRIPTION: This is course number 24 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the electrical engineering sequence (ETT598). The course includes the following topics:

- Transmission line modeling
- Derivation of circuit models for power system analysis
- Balanced fault analysis
- Symmetrical components
- Unbalanced fault analysis
- Completed examples

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT584 Electrical Machinery

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 25 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the chemical engineering sequence (ETT598). In this course, rating electric machines, including direct current, alternating current induction, and alternating current synchronous types of motors and generators is examined. Steady-state equivalent circuit models are developed and used to determine operating characteristics. Electrical mechanical energy conversion concepts, magnetic circuit phenomena, efficiency, power factor control voltage regulation, and speed regulation are discussed. Starting behavior of these motors is examined along with methods to reduce starting currents. An overview is given on how modern adjustable speed drives can be used to control starting and running characteristics of those motors.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT585 Kinetics and Reactor Design for Chemical Engineers

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 26 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the chemical engineering sequence (ETT595). The course includes the following topics:

- Interpretation of experimental data and rate modeling
- Commercial reactor design and rate model and/or experimental data
- Reaction yield and/or product distribution
- Comparison of reactor types

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT586 Mass Transfer for Chemical Engineers

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 27 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the chemical engineering sequence (ETT595). This course covers the following topics:

- Basic diffusional operations
- Gas absorption
- Stripping
- Distillation
- Liquid-liquid extraction
- Leaching
- Humidification
- Dehumidification
- Drying

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT587 Applied Fluid Mechanics

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 28 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the mechanical sequence (ETT599). Basic concepts of fluid behavior will be reviewed, followed by practical applications of fluid flow in ducts, fluid machines (pumps and fans), flow measurement, external flows (lift and drag), and an introduction to fire protection. Applications in both compressible and incompressible flow will be considered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT588 Process Control

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 29 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the chemical engineering sequence (ETT595). The course covers fundamental concepts and practical methodologies of automatic control for application in the process of industries. Specific topics include the following:

- Dynamic behavior of open loop process
- Analysis of the dynamic behavior and stability of closed loop (feedback) systems
- Design of feedback controllers
- Design of feed forward controllers

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT589 Sanitary Engineering

5 Hrs

5004-024

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 30 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the civil engineering sequence (ETT597). The course topics to be reviewed are the following:

- Water supply
- Solid waste disposal
- Natural water systems
- Water treatment processes
- Wastewater treatment processes
- Wastewater collections
- Oxygen sag analysis
- Sanitary landfills

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

ETT671 Radioactive Waste Packaging, Transportation, and Disposal Workshop

32 Hrs

Provider: Chem-Nuclear Systems, Inc.

Tuition/Materials/Other 1,125.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for Radioactive Waste Technicians and Supervisors; Radioactive Waste Quality Assurance/Quality Control personnel; Health Physics, Industrial Hygiene, or Engineering personnel

COURSE DESCRIPTION: This course provides a fundamental understanding of the requirements for shipping and disposing of radioactive waste streams in full compliance with existing regulatory guidance. Special emphasis is placed on understanding the new Department of Transportation and Nuclear Regulatory Commission laws on International Compatibility that have changed Low Specific Activity and many other requirements.

PREREQUISITES: none

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE:

NOTE: A scientific calculator is helpful for performing classroom calculations.

DOE-SR COURSE CATALOG

ETT685 Expanded Root Cause Analysis

8 Hrs

TTERCA01

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for Facility Representatives and technical personnel who need an understanding of root cause investigation techniques.

COURSE DESCRIPTION: Application of root cause analysis to a variety of programs, including incident investigations, management evaluation, and corrective action will be discussed. This course defines the three levels of root cause: symptomatic, programmatic, and systemic. Event and casual factors will be described. This training also includes how incident investigators use the root cause tree to identify and eliminate operational problems and expansion of root cause to identify and eliminate underlying programmatic and systemic problems.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

ETT693 Digital Systems

5 Hrs

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 31 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the electrical engineering sequence (ETT598). The course includes a review of Boolean algebra and numbering systems, logic gates and functions, Karnaugh maps, state transition tables and diagrams, timing diagrams, synchronous and asynchronous state machines, storage devices and memory, input/output devices, microprocessors and central processing units, digital design and architecture. Completed examples are provided.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT694 Automatic Controls

5 Hrs

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 20 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the electrical engineering sequence (ETT598). This is an introductory course which includes a review of the necessary mathematical tools and process considerations for the practical application of fundamental control systems analysis and design. The course surveys a broad spectrum of control theory and applications. It is valuable to engineers interested in the practical application of control theory and also to managers interested in a speaking knowledge of this technical area.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

ETT695 Soil Mechanics

5 Hrs

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering or Professional Engineer).

COURSE DESCRIPTION: This is course 14 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the civil engineering sequence (ETT597).

In the review session procedures for solving problems are presented. There is little or no development of equations or theory. It is assumed that participants have some minimal experience in soil mechanics and are familiar with terminology. Topics reviewed include: air, water, solid relationships; moisture density compaction curves.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT696 Concrete Analysis and Design

5 Hrs

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering or Professional Engineer).

COURSE DESCRIPTION: This is course 13 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the civil engineering sequence (ETT597). This course will be a review of the following:

Review of methods used to solve concrete and composite structural problems; included in the review are both the alternate (elastic) analysis method and the ultimate strength method. Design of concrete beams, columns, one-way slabs, and footings will be illustrated with particular emphasis on the use of the ultimate strength method; problems involving the use of composite materials, such as wood beams with steel face plates, and concrete slabs acting with steel support beams, are also included in the review.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

ETT697 Hydraulics & Hydraulic Design

5 Hrs

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations (Fundamentals of Engineering or Professional Engineer).

COURSE DESCRIPTION: This is course 12 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the civil engineering sequence (ETT597). This course will be a review of the following:

- Hydraulics: fluid properties, hydrostatics, basic equations of conservation of mass, momentum and energy, pipe flow,

- and open channel flow

- Applications: weirs, simple centrifugal pump problems, hydrology and ground water, and open channel flows.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

ETT698 Electronics

5 Hrs

Provider: Clemson University, College of Engineering & Science

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Practicing engineers or engineering technologists seeking to improve competence in specific subject areas or preparing for registration examinations.

COURSE DESCRIPTION: This is course 22 in a series of 31 courses offered by Clemson University's College of Engineering Professional Engineering Reviews. It may be taken individually or as part of the electrical engineering sequence (ETT598). The course is a review of diode characteristics, diode applications, silicon controlled rectifier (SCR) characteristics, SCR application, small signal (linear equivalent), bipolar transistor, and field effect transistors. Sample circuit analysis using linear equivalent, large signal characteristics and graphical analysis for the above devices, the decibel and its uses and abuses is covered. Op-amp circuits and an introduction to digital logic circuits are included.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The employee will be accountable for providing evidence of satisfactory course completion to HRM&DD and Finance Division. Failure to complete the course or provide the documentation may lead to employees having to pay back the advanced funding to DOE.

DOE-SR COURSE CATALOG

FAT103 Budget Formulation

32 Hrs

43-AF

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 485.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for budget analysts, accountants, auditors, financial management specialists, program managers, and others who require a detailed knowledge of federal budget formulation, preparing budget estimates, and knowing the important budget concepts and procedures.

COURSE DESCRIPTION: In this course you will learn how to relate costs to accrued expenditures and to obligations and outlays. Topics covered include:

- Essential budget concepts and terminology
- Reliable sources of budget data
- Estimating personnel compensation and benefits
- Using nonpersonal object classes
- Working with multiple-year and no-year appropriations
- Observing FTE allocations
- The evolution of the federal budget and budget cycles
- Effective estimating techniques

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

FAT104 Budget Execution

32 Hrs

43 BM

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 485.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for budget analysts, accountants, auditors, financial management specialists, program managers, administrative officers, budget clerks, and others who require a detailed knowledge of fund control and the reprogramming of available funds.

COURSE DESCRIPTION: This course addresses fund control with an emphasis on development of financial plans and administrative requirements for reprogramming and realigning available funds. The complete sequence of events in the budget execution cycle, (including appropriations, allotments, commitments, obligations, expenditures, and outlays) will be covered. Topics covered include:

- Key events in the federal budgetary cycle, from appropriations and allotments to expenditures and outlays
- Working with object and sub-object classes
- How apportionment requests to OMB are prepared
- Understanding commitments and obligations
- Meeting legal and regulatory requirements for fund control
- Important reprogramming controls and responsibilities
- Expenditures
- Outlays

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE: 10

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

FAT118 Federal Acquisition Process

16 Hrs

212

Provider: GSA-Interagency Training Center

Tuition/Materials/Other 170.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for Federal employees who need a broad view of procurement.

COURSE DESCRIPTION: This course covers contract procedures for sealed bidding and negotiated contracts and explains the appropriate use of each. Specific topics include:

- Types of contracts
- Responsibilities of the acquisition team
- Responsibilities of the contracting officer
- Details of several Federal agency policies that affect the procurement process

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

FAT121 Federal Budget Process

16 Hrs

43-AP

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 315.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for budget officers, program managers, program officers, administration officers, auditors and other professionals that require a solid foundation in the overall budget process.

COURSE DESCRIPTION: This course provides participants with a general understanding of the function, history, and procedures of the Federal budget process. By attending this course the participants will learn how to identify the major phases and timing in the budget process and describe the principal participants. Explain the importance of political relationships (both internal and external to your agency) as key components of budget formulation.

Describe the respective roles of the Office of Management and Budget, General Accounting Office, Congressional Budget Office, and the Inspector Generals of the Executive Branch in the budget process. Identify current issues that affect the Congressional phase of the Federal budget process and the inherent instability of the process. Describe the relationship of the review and audit activities on future budget formulations.

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

FAT123 Congressional Operations Seminar

40 Hrs

Provider: The Brookings Institute

Tuition/Materials/Other 990.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Attendees should be in the GS-9 through GS-14 levels (or non-GS equivalent). They may be managers, interns, specialists, or other employees engaged in such staff occupations as budget preparation, human resources analysis and allocation, program analysis.

COURSE DESCRIPTION: This five-day program provides a practical and comprehensive look at congressional operations and organizations. A first-hand understanding of the congressional process, procedure, and effects on daily operations of every department and agency in the Executive Branch will be discussed. During the course, conducted on Capitol Hill, participants will hear from (and have the chance to ask questions of) members of Congress, congressional staff, political scientists, lobbyists, news media representatives, and Executive Branch officials. This course covers the following topics:

- Authorization, appropriation, and budget processes in Congress
- Congressional leadership system
- Roles of Congress and staff in making policy, overseeing agency programs, and serving constituents
- Organizations and operations supporting Congress
- Interaction between the Executive and Legislative Branches and between the public and private sectors of society
- Impact of the media and special interest groups on public policy formation

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

FAT124 Budget Analysis Workshop

32 Hrs

43DK

Provider: Graduate School, USDA (IL)

Tuition/Materials/Other 495.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for budget personnel (analysts and officers), program personnel (analysts), administrative officers, auditors, financial analysts, intern/trainees, management analysts and those who need to develop analytical skills in analyzing budgets.

COURSE DESCRIPTION: This course will identify various analytical tools and techniques to enhance analysis of budgets or programs. Reasons for inefficiency and ineffectiveness in organizations and budgets will be explained. Attendees will learn how improved analysis will contribute to enhanced competitiveness in dealing with downsizing issues and contracting-out of commercial type activities. Additional topics include:

- Relate goals, objectives and priorities to program resource performance
- Develop meaningful workload, efficiency and effective measures using analytical methods such as variance and trend analyses
- Use economic analytical methods, such as cost benefit analysis, pay back analysis, present value analysis, lease versus purchase analyses, return-on-investment analysis and life-cycle cost analysis.

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

FAT125 Cost Analysis and Estimating Techniques

32 Hrs

Provider: DOE-HQ (HR)

Tuition/Materials/Other 360.00

Average Rating by attendees (1 to 4) 2 (2 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for employees in finance or any employee that deals with costs and cost estimating.

COURSE DESCRIPTION: Through lectures, guided workshops, group discussions, and case analyses, the participants will be involved in cost analysis and estimating. Specific topics covered in the course include:

- Statistical concepts in cost estimating
- Cost concepts and types of costs (i.e., fixed, variable, semi-variable, sunk, opportunity)
- Cost behavior patterns
- Use of statistical methods and techniques to isolate cost behavior patterns and prepare budget estimates
- Forecasting principles and techniques for estimating future cost rates for government projects
- Future economic cost feasibility studies
- Cost-benefit and cost-effectiveness
- Cost improvement studies

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

FAT136 Budget Estimating Techniques

24 Hrs

43-DB

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 285.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SR Budget Analysts.

COURSE DESCRIPTION: This course covers the following topics:

- Estimating various types of cost
- Budget concepts and terminology
- Revolving fund budget estimation (revenues and costs)
- Using budgeted resources properly

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

FAT141 Budget Process

16 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SR Budget Analysts.

COURSE DESCRIPTION: This course will instruct students on key aspects of the budget process. Focus is placed on those concepts most applicable to program/project personnel day-to-day requirements but also includes background information related to the overall Federal Government Budget Process.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

FAT145 Financial Analysis

32 Hrs

Provider: American Management Association

Tuition/Materials/Other 1,605.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for managers responsible for their company's financial future or those seeking a refresher in concrete financial techniques.

COURSE DESCRIPTION: This course will teach participants how to open lines of communication with operating executives and use facts and figures to influence decisions. Topics include:

- Cash flow
- Planning
- Measuring management performance
- Mergers and acquisitions
- Financial models
- Leasing
- Risk analysis
- Capital expenditure evaluation

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

FAT181 Introduction to Federal Accounting

32 Hrs

43AB

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 495.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This in-depth course was developed for federal accounting technicians and clerks who want to sharpen their accounting expertise.

COURSE DESCRIPTION: In this course the following topics will be covered:

- Applying general accepted accounting principles
- Using accrual accounting concepts
- Understanding the accounting cycle
- Setting up an maintaining accurate journals and journal vouchers
- Managing accounts and ledgers
- Running trial balances and adjusting entries
- Reviewing financial statements
- How to fund accounting process works

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

FAT183 Activity-Based Costing

16 Hrs

43AQ

Provider: Graduate School, USDA (Tex.)

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is recommended for accounting, budget and financial professionals who are responsible for implementing cost accounting.

COURSE DESCRIPTION: This course will cover the following topics:

- The entire activity-based costing process and methodology
- Preparing for activity-based costing
- The costing stages of activity-based costing
- The advantages of activity-based costing versus traditional methods

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

FAT193 Activity-Based Costing

16 Hrs

43-AQ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Recommended for accounting, budget and financial professionals who are responsible for implementing cost accounting.

COURSE DESCRIPTION: The course addresses the following topics:

- The entire activity-based costing process and methodology
- Preparing for activity-based costing
- The costing stages of activity-based costing
- The advantages of activity-based costing versus traditional methods

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

FAT194 Basic Cost Accounting Concepts

24 Hrs

43-AJ

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 475.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Federal budget technicians, accountants, auditors, cost accounting system designers and maintainers, and program managers who need to review or become acquainted with basic cost accounting concepts.

COURSE DESCRIPTION: The course will cover the following topics:

- Listing the elements of costing
- Describing the types of costs
- Determining cost categories and controllable versus noncontrollable costs
- Job costing in both service and manufacturing organizations
- Process costing with various units
- Planning and controlling the budget and variances

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

FAT199 Cost Analysis

40 Hrs

43-FI

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 560.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9725

INTENDED AUDIENCE: Contract specialist, program managers, cost analysts, accountants, auditors and others who participate in analyzing costs for negotiated acquisitions.

COURSE DESCRIPTION: The course addresses the following topics:

- Define "cost" identify types of costs and plan for cost analysis
- Determine when cost or pricing data are required and ascertain the applicability of exemptions from the requirements
- List and describe the general cost principles on allowability
- Develop specific contract cost principles
- Review and analyze data using contractor planning assumptions, "should cost" principles, and cost risk and related decisions
- Use estimating and analysis techniques to analyze direct materials costs, direct labor costs and other direct costs
- Prepare for negotiations, using trade-off analysis, contract type negotiations and cost realism analysis

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

FAT200 Cost and Price Analysis

40 Hrs

43-FJ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 560.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Contract specialists, program managers, project managers, cost analysts, price analysts, accountants, auditors, financial managers, purchasing agents and others who needs an overview of contract pricing.

COURSE DESCRIPTION: The course addresses the following topics:

- Describe the general principles and techniques for conducting a cost/price analysis
- Conduct a price analysis
- Analyze direct costs
- Evaluate proposed profit or fee

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

GET123 The Basics of Knock-Your-Socks Off Customer Service

8 Hrs

Provider: American Management Association

Tuition/Materials/Other 139.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This course provides training on the fundamentals of providing superior service. The major categories addressed are:

- How to treat customers like friends and still maintain a professional working relationship
- The secret to avoiding burnout
- Expert listening techniques
- How to make customers feel they are receiving top-quality service, even when you can't deliver everything they want

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

GET149 In Search of Excellence Seminar

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 99.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for individuals who need to apply the principles of excellence-oriented management

COURSE DESCRIPTION: This seminar provides an overview of management principles.

- How to dramatize new commitment to customers, and get your people to buy in
- How to see yourself, and the world, as your customers do
- How to get traditionally noncustomer-oriented departments interested in and responsive to customers
- When and how to replace analysis with experimentation
- What to do immediately when you, your people, or your department makes a mistake
- How excellent managers keep their people open and receptive to change
- How excellent managers use peer pressure to keep performance high
- How to master the one essential management skill that contradicts every human instinct
- A new approach to first-line supervision
- The one thing you must do to keep great people
- Attention is all there is : Leading by example
- A radical approach to simplifying your and your people's jobs
- How to clear up office politics and petty wars
- The most important criteria on which to promote people

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

GET450 Professionalism

16 Hrs

45-FA

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 335.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for support staff and others who would like to project a stronger personal and professional image.

COURSE DESCRIPTION: The course addresses the following topics:

- How to polish your image
- Presenting yourself in a more positive and professional way
- Seeing yourself as others see you
- Building self-image and self-confidence
- The sound of success, credibility, and authority
- Successful self-change and commitment to oneself

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

GET451 Stress Management

16 Hrs

45-HJ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 225.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for those who need to develop superior stress management techniques to improve their job performance.

COURSE DESCRIPTION: The course addresses the following topics:

- Applying proven stress reduction techniques
- Handling conflict situations
- Your personal stress level
- Spotting and defusing signs of stress
- Addressing the causes, not the symptoms, of job stress

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST127 Fire Warden - Initial

3 Hrs

TREGFN01

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for personnel selected for Fire Warden duties.

COURSE DESCRIPTION: This course includes instruction explaining the use of a portable dry chemical extinguisher to extinguish a "live fire". Participants will be taking an active role in extinguishing live fires.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST167 Fundamentals of Industrial Hygiene

40 Hrs

Provider: Harvard School of Public Health

Tuition/Materials/Other 1,095.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for engineers, chemists, industrial hygienist, and safety managers.

COURSE DESCRIPTION: This course provides the fundamentals of industrial hygiene practice for professional personnel responsible for managing programs related to occupational health and safety. Emphasis is placed on identification of potential hazards associated with industrial processes, methods for the assessment and evaluation of exposures to such hazards, and techniques for their control. Sessions will cover physiological and toxicological effects of exposures and applicable guides and regulations. Participants will gain:

- The ability to recognize health hazards in occupational settings
- The ability to evaluate physiological and toxicological effects of exposures to industrial hazards
- Information on the physical and chemical behavior of aerosols and gas mixtures
- An awareness of the effects of ionizing and nonionizing radiation
- An overview of personal protective equipment
- A review of the Occupational Safety and Health Administration act and associated regulatory guides
- An awareness of the sources of physical stress in the factory and office

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: The last day of this class is dismissed at 12:15 p.m.

DOE-SR COURSE CATALOG

HST233 Occupational and Environmental Radiation Protection

40 Hrs

Provider: Harvard School of Public Health

Tuition/Materials/Other 1,295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for personnel responsible for and involved with occupational and environmental radiation protection.

COURSE DESCRIPTION: This course curriculum provides in-depth coverage of the fundamental issues in occupational and environmental radiation protection and covers the following topics:

- Sources and types of ionizing radiation
- Biological effects
- External and internal radiation protection
- Radiation monitoring and instrumentation
- Radiation protection standards and dosimetry
- Federal inspection and regulatory guides, including the revised 10CFR20
- Indoor radon exposures
- Management and disposal of radioactive waste
- Transportation of radioactive materials

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST289 Hazardous Waste Operations Annual Retraining

8 Hrs

QREP4000

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel designated as workers at hazardous waste cleanup and Resource Conservation and Recovery Act (RCRA) transportation, storage, and disposal (TSD) facilities should attend.

COURSE DESCRIPTION: This course satisfies the annual Occupational Safety and Health Administration refresher training requirements for workers at hazardous waste cleanup sites and RCRA TSD facilities. In addition to a review of the topics introduced during the hazardous waste operations courses, students will discuss new technologies, advanced equipment, changes in regulatory requirements, and the field exercise.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST299 Air Sampling for Radioactive Materials

40 Hrs

Provider: Oak Ridge Institute for Science and Education (ORISE)

Tuition/Materials/Other 1,595.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for individuals with limited theoretical background and/or practical work experience who must establish or run an air sampling program.

COURSE DESCRIPTION: This one-week laboratory-oriented course introduces participants to the basic theories and mechanics of air sampling for radionuclides. Approximately 40% of the time will be spent collecting and analyzing air samples. The remainder will be devoted to lectures. Lecture and laboratory topics include:

- Particle sizing
- Environmental air sampling
- Air sampling equations
- Air sampling in the workplace
- Characteristics of absorbers, adsorbers, and filters
- Stack sampling
- Instrument calibration

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST327 Initial General Respiratory Training

1.5 Hrs

TRPG4000

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel who have access to facilities requiring a mask fit for entrance.

COURSE DESCRIPTION: This course provides introductory information for the use of all types of respiratory protection equipment. Students must bring proof of medical clearance to wear respiratory equipment, available through WSRC Medical, and obtain a score of 80 or above on the final exam to successfully complete this course and be eligible to enroll in the other courses. This course is required prior to a mask fitting.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Individuals do not have to complete a Training and Education Request (TER) Form to attend respirator fit training. They may register themselves by calling the above number. Completion of training will be verified by individuals signing a course roster

HST328 Annual Negative Pressure Respirator Training

2 Hrs

QRRP1000

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel who have access to facilities requiring a mask fit for entrance.

COURSE DESCRIPTION: This course provides training in the proper use of the half-mask and full-face respirators. Students must bring proof of medical clearance to wear respiratory equipment, available through WSRC Medical. The course is presented in two segments: classroom instruction and practical exercises. An examination is given at the end of the course, as well as a practical evaluation of the student's ability to correctly don and doff the respiratory protection devices. A score of 80 or above and satisfactory performance during the practical exercises is required to successfully complete the course. This course is required prior to a mask fitting.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: ATTENDEES MUST BE CLEAN SHAVEN IN ORDER TO GET A GOOD FIT ON THE RESPIRATOR.

Individuals do not have to complete a Training and Education Request (TER) Form to attend respirator fit training. They may register themselves by calling the above number. Completion of training will be verified by individuals signing a course roster.

DOE-SR COURSE CATALOG

HST329 Plastic Suit and Hood Airline Respiratory Training - Requal

1 Hrs

TRPG2001

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel who have access to facilities/areas requiring plastic hoods/suits for entrance.

COURSE DESCRIPTION: This course provides training in the proper use of plastic hoods and plastic suits. The course is presented in two segments: classroom instruction and practical exercises. An examination is given at the end of the course, as well as a practical evaluation of the participant's ability to correctly don and doff the respiratory protection devices. A score of 80 or above and satisfactory performance during the practical exercises is required to successfully complete the course.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST347 Benzene Awareness Training

2 Hrs

WAAIG001

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel with responsibilities in the subject area.

COURSE DESCRIPTION: This course provides an overview of the hazards and control of Benzene

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST360 Fire Warden (Refresher)

1 Hrs

TREGFNR1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for employees selected for fire warden duties.

COURSE DESCRIPTION: This course covers fire warden responsibilities and duties. It meets the basic requirements for Fire Warden (Refresher) as required per OSHA 29 CFR 1910. It covers the specific responsibilities and duties of a Fire Warden as outlined in WSRC 2Q. Students will use a modified portable dry chemical extinguisher (water-filled).

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST365 Radiation Worker I Initial Training

16 Hrs

QHRG1200

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for new employees or those not passing QHRG1300, TRWG0003 or WHRG1200 at last attempt at training.

COURSE DESCRIPTION: This course contains DOE standardized material and material specific to SRS. The lesson covers radiological fundamentals, biological effects, limits, the ALARA program, contamination control, Radiological Worker Permit (RWP), radiological postings and controls and radiological emergencies and responses. The information is presented through lecture, classroom activities and performance demonstration. A 60-question, multiple choice examination and a Job Performance Management (JPM) are included in this course.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST367 Radiation Worker I - Self-Study

4 Hrs

QHRG1300

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel with responsibilities in the subject area.

COURSE DESCRIPTION: The course contains lessons learned and updates to the radiological control program. To prepare for this course workers should obtain the radiation worker training (RWT) student study guide. A 60-question, multiple choice examination and a JPM are included in this course. Successful completion of the written examination is required to take the JPM. The evaluations must be completed during the time allotted for the class.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST370 Radiation Worker II - Self-Study

4 Hrs

QHRG0400

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Basically for DOE transfers requiring familiarization with SRS/Rad Worker II.

COURSE DESCRIPTION: The course contains lessons learned and updates to the radiological control program. To prepare for this course workers should obtain the RWT student study guide. A 80 question, multiple choice examination and a JPM are included in this course. Successful completion of the written examination is required to take the JPM. The evaluations must be completed during the time allotted for the class.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST381 Introduction to Radiation Safety

40 Hrs

Provider: Oak Ridge Institute for Science and Education (ORISE)

Tuition/Materials/Other 1,595.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for those who wish to increase their knowledge of safe handling of radioactive materials and use of radiation.

COURSE DESCRIPTION: This one-week lecture/laboratory course introduces the health concerns and safety procedures required for users of radiation sources. Lectures include a description of radiation sources, interactions, detection, and biological effects. Laboratory exercises stress radiation detection and measurement techniques using both fixed and portable instrumentation.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST421 Emergency Management in the Department of Energy (DOE) System

36 Hrs

Provider: Oak Ridge Institute for Science and Education (ORISE)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for emergency management personnel in the DOE system who are responsible for any level or aspect of emergency management program development, maintenance, and response, who are relatively new to the DOE complex or to emergency management, and who desire the latest knowledge of the DOE Emergency Management System.

COURSE DESCRIPTION: This course includes the following modules and addresses:

- Introduction to the DOE Emergency Management System: history, policy, organization, laws, and administration
- National resources available to DOE facilities: DOE and non-DOE response resources and information sources
- Emergency planning: emergency plans, hazards assessment, emergency action levels, emergency planning zones, consequences assessments and appraisals
- Emergency preparedness: concept of preparedness, facilities and equipment, training, exercises, and assessments and appraisals
- Emergency response: emergency response organization and coordination for effective incident command
- Elements of a community involvement program: offsite relationships, interface, and public information programs

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST430 Nitrogen Awareness (Safety) Training.

2 Hrs

WIAIAA05

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel with the responsibilities in the subject area.

COURSE DESCRIPTION: This course teaches the safety hazards associated with nitrogen and information specific to the RTF Facility, such as nitrogen header location, nitrogen storage location and immediate actions when nitrogen asphyxiation is suspected. An exam is given upon completion of the course.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST447 Self Contained Breathing Apparatus (Scott Air-Pak)

3 Hrs

QRRP3100

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: N/A

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel required to wear SCBA's as part of their job responsibilities.

COURSE DESCRIPTION: This course is designed to satisfy the training requirements in 29 CFR 1910.134 and ANSI Z88.2 for emergency use respirator training. This course provides training the the proper use of; self-contained breathing apparatus (SCBA) by successfully completing the two segments: classroom and practical exercise.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST507 General Respirator Training-Retraining

1 Hrs

TRPG4001

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for those who need to requalify for general respirator training.

COURSE DESCRIPTION: This course has been designed to refresh the trainee on the fundamentals presented in the initial course. Design requires the trainee to read a booklet and sign a document listing the objectives covering the initial course.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST508 Negative Pressure Respiratory Challenge

1 Hrs

QRRP1001

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE:

COURSE DESCRIPTION:

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST560 Self Contained Breathing Apparatus-Retraining (Scott Air-Pak)

1 Hrs

QRRP3101

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: Those requiring retraining in Self-Contained Breathing Apparatus (SCBA) should attend.

COURSE DESCRIPTION: This course teaches participants the proper methods of inspecting and donning a Scott-Air Pak.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST573 Radiation Worker II Initial Training

24 Hrs

QHRG0300

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This training is designed for personnel whose job assignments involve entry into high radiation areas and workers who have potential contact with hot particles or use gloveboxes with high contamination levels.

COURSE DESCRIPTION: This training includes instruction involving working in contamination areas, high contamination areas, soil contamination areas, and airborne radioactivity areas. Department of Energy and Savannah River Site information is presented and a written exam is given. If the student passes the exam, he or she then starts the practical factors evaluation.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST598 Fire Safety

16 Hrs

FSFP0002

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for personnel with responsibilities in the fire safety subject area.

COURSE DESCRIPTION: This course is designed to familiarize trainees with basic fire protection requirements, feature, and responsibilities necessary to comply with site fire safety requirements.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST637 Initial Safety Observer Training

2.5 Hrs

RKRGZIS1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for volunteer personnel selected by management.

COURSE DESCRIPTION: Course contents includes basic awareness of unsafe conditions and practices and how to report them. This training also provides information on the purpose and make up of the safety observer program. Detailed discussion of the requirements, responsibilities, and conduct of a safety observer will be addressed.

Additional topics include:

- Positively addressing people practices
- Overview of the 13 week conditions that can exist in the workplace
- The 12 most common unsafe practices recognized in general industry
- Scenarios to address unsafe people practices
- Overview of reporting system used in the program
- Breakdown of minimum site requirements per OSHA

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

HST689 Initial Plastic Suit and Hood Airline Respiratory

2 Hrs

TRPG2000

Provider: WSRC/Chief Financial Officer Division

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: EThis course is designed for those who need to wear Plastic Suit or Hood Airline Respirators.

COURSE DESCRIPTION: This training will instruct and qualify employees to wear Plastic Suit or Hood Airline Respirators.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

HST716 Introduction to Integrated Safety Management Systems

3 Hrs

TQAISM01

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for all site personnel, DOE, and contractors.

COURSE DESCRIPTION: The purpose of this course is to introduce the components of an Integrated Safety Management System (ISMS) as discussed in DOE Policy 450.4. Each core function and how it will be implemented at SRS will be explained. Through class exercises the manager's role in implementing ISMS will be demonstrated.

PREREQUISITES: None

AVAILABLE SLOTS: 20

MINIMUM CLASS SIZE:

NOTE: This course meets the following competencies of the Technical Qualification Program (TQP):Radiation Protection (Rev. 1) - 2.11

DOE-SR COURSE CATALOG

HST747 Hazard Evaluation: Qualitative Methods

32 Hrs

PSI101

Provider: Process Safety Institute

Tuition/Materials/Other 1,295.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for managers, engineers, technicians, auditors, and risk assessment managers.

COURSE DESCRIPTION: This course is designed to teach techniques for qualitatively identifying and assessing the hazards associated with process systems. Attendee's will quickly learn to choose the most appropriate technique for a given problem. These techniques are used to identify hazards of processes in all industries. These methods can be used to ensure compliance with OSHA regulation for process safety management (PSM) of highly hazardous chemicals (29 CFR 1910.119), the EPA regulation on risk management programs (40 CFR 68), as well as similar industry initiatives (e.g., CMA's Responsible Care Program, API's Recommended Practices 75 and 750).

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE: 15

NOTE: Course cost is zero when presented locally.

HST756 The First Step to Behavior-Based Safety

16 Hrs

Provider: Behavioral Science Technology, Inc.

Tuition/Materials/Other 845.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for safety professionals and managers who wish to understand the theory and practice of a behavior-based approach to safety improvement.

COURSE DESCRIPTION: The theme of this course is a behavior-based approach to continuous performance improvement. Participants will learn how to analyze safety-related behavior and how to develop strategies for improvement. Students will learn the basic principles that shape behavior as well as how to collect and analyze data. Case studies will be utilized to illustrate the implementation process and subsequent results.

PREREQUISITES: None

AVAILABLE SLOTS: N/A

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

LEG102 Freedom of Information and Privacy Act Workshop

16 Hrs

42-KR

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 315.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for employees whose duties require a broad, general working knowledge of the Freedom of Information and Privacy Act (not specific information for Government attorneys).

COURSE DESCRIPTION: The 93rd Congress passed the Privacy Act of 1974 and enacted significant amendments to the Freedom of Information Act. The implementation of this legislation is now in process under regulations and guidelines established by the Justice Department and the Office of Management and Budget. These two acts place responsibility on the Federal agencies and individual employees for disclosure of information that the public has a 'right to know,' while safeguarding individuals against an invasion of their personal privacy.

Responsible implementation of these laws requires a sound knowledge of them and an understanding of available guidance. This workshop will familiarize participants with provisions of the Privacy Act and Freedom of Information Act. It will provide a broad working knowledge of the acts and implementing guidelines. The course will furnish guidance on record keeping and provide information on interface between the two laws and compliance requirements.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

LEG105 Federal Appropriation Law

24 Hrs

43-AU

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 595.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for budget and fiscal officers, general counsel staff, and managers and supervisors.

COURSE DESCRIPTION: This course covers the following topics:

- Tracking the typical congressional sequence: 'organic' or 'enabling' act, authorization, appropriation
- Recognizing how lump-sum and line-item appropriations parallel block and categorical grants
- Applying legal reasoning to appropriations
- Learning how General Accounting office audits administration spending

PREREQUISITES: none

AVAILABLE SLOTS: None

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

MST101 Program Management Overview

40 Hrs

PGM01

Provider: DOE-HQ (HR)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Professional, technical, and managerial personnel who need a working knowledge of the program management function should attend.

COURSE DESCRIPTION: This course will provide participants with an overview of essential elements of program management within DOE. This course covers the following topics:

- Public policy framework for program management
- Organizational/management structure of the Department
- Crucial elements required for establishing a program
- Program management elements - planning, budgeting, organizing, directing, and reporting/reviewing requirements
- Program strategy and planning
- Program/project interrelationships
- Program execution and evaluation
- Environment, safety, health, quality assurance, safeguards, and security considerations
- The program manager's role
- Management information systems and reporting

PREREQUISITES: none

AVAILABLE SLOTS: Limited, controlled by DOE-HQ

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

MST102 Program Planning

40 Hrs

PGM02

Provider: DOE-HQ (HR)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD - Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for professional, technical, and managerial personnel who need a working knowledge of program planning functions.

COURSE DESCRIPTION: This course will provide participants with an understanding of roles, responsibilities, authorities, and elements of work critical to program planning in the Department of Energy. This course covers the following:

- The program planning process and interaction of key elements in the process
- Areas of responsibility and interface of Headquarters outlay program offices and field offices in the planning process
- Strategic and long-range planning
- DOE planning and institutional plans
- Program manager responsibilities for planning
- Program planning and operating plans
- Defense Programs planning

PREREQUISITES: none

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE: 15

NOTE:

DOE-SR COURSE CATALOG

MST106 Project Management Overview

80 Hrs

PMC10

Provider: DOE-HQ (HR)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Project managers, potential project managers, and individuals whose positions require knowledge of project management should attend.

COURSE DESCRIPTION: This course will provide participants with an understanding of project management, the various stages of project planning and management, the working nature of the project management system, and project management concepts and terminology. This course covers the following topics:

- Project definition
- OMB Circular A-109/Major Systems Acquisition
- DOE project management system
- Project organization and staffing
- Work breakdown structure
- Project scheduling
- Cost estimating
- Resource allocation
- Project planning
- Acquisition strategy and process
- Project reporting
- Cost and Schedule Control System Criteria/Uniform Reporting System

PREREQUISITES: none

AVAILABLE SLOTS:

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

MST195 On-the-Job (OJT) Trainer/Evaluator

8 Hrs

TICTS003

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel with the responsibilities in the subject area.

COURSE DESCRIPTION: This course prepares the trainee to train from approved OJT Guides developed from specific job tasks and to complete a performance evaluation using a Job Performance Measure that reflects specific job standards for qualification. The course modules include:

- Role of OJT Trainer/Evaluator
- Learning Objectives and OJT
- How to conduct OJT
- How to Evaluate OJT and OJT Performance Evaluation

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

MST300 Project Management

32 Hrs

43GY

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for staff specialists, project managers, candidates for a project team or task force, and others responsible for management studies, planning systems development, research development, and continuous system maintenance.

COURSE DESCRIPTION: This course shows how to organize and manage a project, develop the project schedule, manage work-in-progress, forecast when to bring in staff and resources, and monitor the project until its completion. Participants will see how to select report-back systems and task team members, control a project, refine the project plan, and spot and correct problems that typically arise.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

MST320 Life Cycle Cost Estimating

16 Hrs

PMCE01

Provider: DOE-HQ

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE employees who have project management and cost estimating responsibilities.

COURSE DESCRIPTION: This course is a Level III project management continuing education course designed to introduce participants to Life Cycle Cost Estimating. The course objective is to enable participants to use Life Cycle Cost Estimating in program and project decision making. The course presents the legal and policy requirements for the Federal Government's emphasis on Life Cycle Cost Estimating and introduces its fundamental concepts and calculations. In addition, the course will also prepare participants to critically evaluate the components and results of a Life Cycle Cost Estimate. This course is available to DOE personnel and their contractors and should prove valuable to anyone who desires to understand Life Cycle Cost Estimating as a management decision tool. The following topics are discussed:

- Definition of life cycle cost estimating
- Why use life cycle cost estimating
- Calculations and concepts
- Components of a life cycle cost estimate
- Reviewing a life cycle cost estimate
- Practical applications of life cycle cost estimating

PREREQUISITES: none

AVAILABLE SLOTS: 10

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

MST322 Instructional Material Design & Development

80 Hrs

TICTS016

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE personnel who anticipate designing/developing instructional materials for site training courses.

COURSE DESCRIPTION: This course is a laboratory session in which trainees develop an entire instructional package from the design generated in earlier courses

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

OTT168 Conduct of Operations

16 Hrs

Course 129

Provider: ABS Group Inc., Risk & Reliability Division

Tuition/Materials/Other 795.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE-SR technical and professional staff.

COURSE DESCRIPTION: This course is designed to teach the essential elements required to build a highly reliable conduct of operations program. This course will teach the required operator skills and the necessary behavior and conduct to support world-class operations. The course is based on the following principles:

-Principle 1: Operations are systematically performed

-Principle 2: Operations are effectively controlled

-Principle 3: Operators maintain awareness of system/equipment status

-Principle 4: Operations are directed by technically sound procedures

PREREQUISITES: None

AVAILABLE SLOTS: N/A

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

OTT216 ERO Command & Control Positions - Initial

8 Hrs

TERPCMI1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This training is targeted for the following Emergency Response Organization(ERO)positions: (DOE) Emergency Manager (EM), (WSRC) Emergency Director, EM Coordinator, EM Assistant. This training is required for emergency operations center management staff positions assigned to the site emergency response organization.

COURSE DESCRIPTION: The training provides ERO position-specific knowledge and performance requirements to support response efforts in the event of a site/area/facility emergency. Classroom instruction, an in depth review of the position-specific checklist, and a comprehensive examination are administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

OTT217 ERO Command & Control Positions - Requal

3 Hrs

TERPCMR1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This training is targeted for the following Emergency Response Positions: (DOE) Emergency Manager (EM), (WSRC) Director, EM Coordinator, EM Assistant.

COURSE DESCRIPTION: This training is an annual requalification test-out for emergency operations center (EOC) management staff positions assigned to the site emergency response organization (ERO). An in depth review of the ERO member's position-specific checklist and lessons learned is conducted. A comprehensive examination is administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

OTT218 ERO Consequence Assessment Positions - Initial

8 Hrs

TERPCAI1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for DOE Assessment & Planning Oversight personnel.

COURSE DESCRIPTION: This training is required for Emergency Operations Center (EOC)

Radiological/Chemical Assessment Management Staff positions assigned to the site emergency response organization (ERO). This training provides ERO position-specific knowledge and performance requirements to support response efforts in the event of site/area/facility emergency. Classroom instruction, an in depth review of the position-specific checklist, and a comprehensive examination are administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

OTT219 ERO Consequence Assessment Positons - Requal

3 Hrs

TERPCAR1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for employees responsible for Emergency Response

Organization positions in Assessment & Planning Oversight.

COURSE DESCRIPTION: This training is an annual requalification/test-out for Emergency Operations Center (EOC) Radiological/Chemical Assessment Management Staff positions assigned to the site emergency response organization. An in depth review of the ERO member's position-specific checklist and lessons learned is conducted. A comprehensive examination is administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

OTT220 ERO Public Information Positions - Initial

8 Hrs

TERPPII1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This training is targeted for Emergency Operations Center (EOC) and Joint Information Center (JIC) Public Information Management Staff positions assigned to the site Emergency Response Organization (ERO).

COURSE DESCRIPTION: This course provides ERO position-specific knowledge and performance requirements to support response efforts in the event of a site/area/facility emergency. Classroom instruction, an in depth review of the position-specific checklist, and a comprehensive examination are administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

OTT221 ERO Public Information Positions - Requal

3 Hrs

TERPPIR1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for Emergency Operations Center (EOC) and Joint Information Center (JIC) Public Information Management Staff positions assigned to the site Emergency Response Organization (ERO).

COURSE DESCRIPTION: This course is an annual requalification/test-out. An in depth review of the ERO member's position-specific checklist and lessons learned is conducted. A comprehensive examination is administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

OTT222 ERO Technical Support Positions - Initial

8 Hrs

TERPTSI1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for the following position: DOE Operations Oversight Representative.

COURSE DESCRIPTION: Required for Emergency Operations Centers (EOC) technical management staff positions assigned to the site Emergency Response Organization (ERO). Provides ERO position-specific knowledge and performance requirements to support response efforts in the event of a site/area/facility emergency. Classroom instruction, an in-depth review of the position-specific checklist, and a comprehensive examination are administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

OTT223 ERO Technical Support Positions - Requal.

3.5 Hrs

TERPTSR1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for the following position: (DOE) Operations Oversight Representative.

COURSE DESCRIPTION: An annual requalification/test-out for Emergency Operations Center (EOC) technical management staff positions assigned to the site Emergency Response Organization (ERO). An in-depth review of the ERO member's position specific checklist and lessons learned is conducted. A comprehensive examination is administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

OTT224 ERO Security Operations Positions - Initial

8 Hrs

TERPSO11

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for the following position: (DOE) Security Oversight Representative

COURSE DESCRIPTION: This course is required for Emergency Operations Center (EOC) security management staff positions assigned to the site Emergency Response Organization ERO. Provides ERO position specific knowledge and performance requirements to support response efforts in the event of site/area/facility emergency. Classroom instruction, in-depth review of the position specific checklist, and a comprehensive examination are administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

OTT225 ERO Security Operations Positions - Requal

3 Hrs

TERPSOR1

Provider: Westinghouse Savannah River Company

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for the following position: (DOE) Security Oversight Representative

COURSE DESCRIPTION: An annual requalification/test-out for Emergency Operations Center (EOC) security management staff positions assigned to the site Emergency Response Organization (ERO). An in-depth review of the ERO member's position-specific checklist and lessons learned is conducted. A comprehensive examination is administered.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

OTT260 Basic Transportation Management Workshop

24 Hrs

Provider: Waste Management Northwest

Tuition/Materials/Other 75.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for those individuals who are new to the transportation logistics as well as the managers and supervisors who oversee these functions.

COURSE DESCRIPTION: This course provides the basic information regarding general traffic, transportation operations, and the best business practices of industry. The course covers a logical progression of scheduling shipments from initial customer interface through the freight bill process. Elements of this course include:

-Operating in a deregulated environment

-Transportation terminology

-Freight Terms

-Bills of Lading

-Receipt of freight and claims

-Electronic commerce

PREREQUISITES: None

AVAILABLE SLOTS: N/A

MINIMUM CLASS SIZE:

NOTE:

PER107 Adverse Actions and Unacceptable Performance Actions

24 Hrs

42-PH

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 325.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This course covers the following topics:

- Historical and legal considerations

- Procedural requirements and types of actions

- Preparation of the notice of proposed adverse action and the letter of decision

- Precedent cases

- Current issues

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

PER115 Dealing with the Problem Employee

8 Hrs

42-PP

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 150.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: All DOE-SR: team leaders, managers, and supervisors should attend.

COURSE DESCRIPTION: This one-day course gives a broad overview of typical employee problems and ways of successfully handling them. The course will address the following topics:

- Alternatives to discipline
- Laying a proper foundation for discipline
- Differences between performance and conduct issues and procedures for handling each
- Right and wrong approaches to dealing with employee problems
- Absence and leave
- Reasonable accommodation
- Formal discussions and Weingarten meetings

PREREQUISITES: none

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

PER123 Position Classification for Supervisors, Managers and Non-Classifiers

16 Hrs

42JE

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 235.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all supervisors, managers, and human resources employees.

COURSE DESCRIPTION: This course is designed to enhance an understanding of the position classification system as well as to provide skills in writing position and job descriptions. It is also valuable in helping non-classifiers to arrive at realistic expectations of the position classification systems. The following topics will be covered:

- Basic concepts of position classification
- Characteristics of General Service (GS) and Wage Grades (WG) positions
- Writing position descriptions
- Basic concepts of Factor Evaluation System (FES)
- Writing position descriptions in FES

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

PER133 Alternative Dispute Resolution (ADR): A Methods Approach

16 Hrs

42-AF

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 475.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for supervisors, managers, human resource managers, personnel specialists, Equal Employment Opportunity managers, Alternative Dispute Resolution (ADR) specialists, labor and employee relations specialists, who need an overview of ADR.

COURSE DESCRIPTION: This course gives participants an overview of the various ADR methods and appropriate applications, the role of neutrals in the ADR process, and barriers to using and/or successfully implementing ADR procedures. This course covers the following topics:

- Review of responsibilities under Public Law 101-552, Administrative Dispute Resolution Act, and Executive Order 12871, Labor Management Partnerships
- Identifying ADR methods, techniques, and applications
- Contrasting traditional methods of resolving disputes versus ADR methods of resolving disputes
- Describing successful applications of ADR in the Federal government
- Resolving a dispute using mediation skills

PREREQUISITES: none

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE:

QAT124 Seven Habits of Highly Effective People

32 Hrs

TQ003110

Provider: DOE & WSRC

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE personnel who seek to improve their personal and professional productivity should attend.

COURSE DESCRIPTION: Research has shown that very effective people have similar traits: proactivity, vision, personal leadership, personal management, interpersonal leadership, communication, creative cooperation, and self renewal. The course is taught through videos, discussions, role playing, and examples. A Covey Organizer will be distributed during the personal management section for those employees who have not already completed a time management course.

PREREQUISITES: none

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

QAT292 Managing Multiple Priorities

8 Hrs

45-MP

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 190.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for employees who want to learn skills to handle increased workloads and competing assignments.

COURSE DESCRIPTION: The following topics will be covered in this course:

- How to set goals, track your progress and keep from falling behind
- Prioritizing multiple assignments
- Delegating skills
- Arranging your work space to become more productive
- Managing paper
- Handling professional challenges with confidence

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

QAT293 Time Management

8 Hrs

45-HK

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 185.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD - Little)

CONTACT: 5-9729

INTENDED AUDIENCE: All employees who want to learn practical techniques for managing their time and increasing their professional and personal effectiveness should attend.

COURSE DESCRIPTION: This course covers the following topics:

- Concentrating on activities that are important and rewarding to you
- Eliminating time wasters that create stress
- Managing daily tasks and activities that directly affect you
- Establishing techniques to better plan, organize, direct and control
- Developing action plans to improve current management and leadership weaknesses

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

QAT295 GPRA: Essentials of the Results Act

16 Hrs

5191

Provider: Management Concepts, Inc.

Tuition/Materials/Other 355.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for anyone interested in learning about the requirements of the Government Performance and Results Act (GPRA) and how to begin the process of measuring performance.

COURSE DESCRIPTION: The following topics will be discussed in class:

- Why performance measurement is the key to your agency's survival
- The purposes of the Results Act
- The key ingredients of strategic planning
- The four criteria of a useful mission statement
- How to identify outcomes and outputs
- Performance measurement terminology

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

SCT134 Proofreading

16 Hrs

45-AN

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for personnel who wants to learn techniques for eliminating errors and producing professional documents

COURSE DESCRIPTION: What You Will Learn

- Methods of proofreading, including fold-over, line-by-line and partnering
- Review of punctuation, capitalization and abbreviation rules

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SCT139 Office Management

24 Hrs

45-AD

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 365.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD - Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for office professionals, including administrative and secretarial employees, who want to effectively manage their offices and achieve organizational goals.

COURSE DESCRIPTION: This course covers the following topics:

- Working with and through others
- Principles of motivation that will help you achieve your goals
- Setting long- and short-term goals
- Applying key time management principles to your office setting
- Communication models that will work for your unit
- Leadership skills
- Practical management tips and strategies to resolve problems

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SCT170 Professional Secretaries Seminar

8 Hrs

45-HQ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 185.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for secretaries, office managers, administrative assistants and support staff who want to enhance their careers and sharpen their skills.

COURSE DESCRIPTION: This course covers the following topics:

- Self-development skills to enhance your career
- New workplace trends
- Motivational ideas and approaches to your job

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SES101 Executive Effectiveness Course

80 Hrs

Provider: American Management Association

Tuition/Materials/Other 3,390.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SES and Senior Managers

COURSE DESCRIPTION: This is a two-unit course conducted in two five-day units which should be scheduled two to six months apart. The major categories to be addressed are:

- You as a leader of change and people
- How you function as a communicator and a builder of coalitions

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE: 0

NOTE:

DOE-SR COURSE CATALOG

SES102 Leading People

40 Hrs

Provider: Graduate School, USDA (Vir)

Tuition/Materials/Other 1,245.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SES members, individuals participating in agency specific Candidate Development Programs, and individuals at either the GS-14 or 15 levels.

COURSE DESCRIPTION: This highly interactive seminar brings together a broad array of proven leadership training activities. Advanced educational methodologies are employed and additionally, participants increase insight into their personal leadership styles through administration and interpretation of a number of assessment instruments.

Topics include:

- Strategies for Dealing with Conflicts
- Understanding Organizational Cultures
- Managing a Diverse Workforce
- The Dynamics of Teams
- Characteristics of Effective Teams

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE: 5

NOTE:

DOE-SR COURSE CATALOG

SES103 Managing For Results

40 Hrs

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 1,245.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SES members, individuals participating in agency specific Candidate Development Programs, and individuals at either the GS-14 or 15 levels.

COURSE DESCRIPTION: This seminar emphasizes issues and concerns affecting implementation of the Government Performance and Results Act (GPRA) and related legislative initiatives. Two competencies included in Leading Change (Strategic Thinking and Vision) are also touched upon. Topics include:

-Understanding the Requirements of GPRA

-Organizing Work Structures and Processes

-Setting Outcome Measures

-Linking Outcomes to Planning and Budgeting

PREREQUISITES: none

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE: 5

NOTE:

SES104 Interest-Based Negotiations For Executives

16 Hrs

Provider: Graduate School, USDA (Vir)

Tuition/Materials/Other 595.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: SES members, individuals participating in agency specific Candidate Development Programs, and individuals at either the GS-14 or 15 levels

COURSE DESCRIPTION: This two-day seminar gives participants experience trying out various negotiating styles and techniques. Topics include:

-Basics of the Interest-Based Process

-Methods Used to Identify Interests

-Techniques Used to Support the Interest-Based Process

PREREQUISITES: none

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE: 5

NOTE:

DOE-SR COURSE CATALOG

SES105 Washington Executive Seminar

80 Hrs

Provider: Graduate School, USDA (SES Program)

Tuition/Materials/Other 2,295.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SES members, individuals participating in agency specific Candidate Development Programs, and individuals at either the GS-14 or 15 levels

COURSE DESCRIPTION: This course is designed to acquaint current and future executives with a wide range of issues and topics. Particular attention is devoted to SES competencies of 'Strategic Vision' and 'Organization Representation and Liaison.' Washington Executive Seminar (WES) emphasizes both individual and group participation. Workshops, discussion sessions, case studies, readings, dialogues with authors of recent books on management and public policy issues, and interagency team building activities are all part of the WES experience. The seminar takes advantage of its Washington, DC location by offering participants direct contact with current and former members of Congress and their staff, representatives of interest groups, specialists in Federal Government operations, and key members of the Executive Branch. A portion of each seminar is conducted on Capitol Hill. The balance of the program is conducted at a convenient site in the immediate metropolitan area. Topics include the following:

- The Federal Budget and its Impact on the Economy
- Constitutional Values
- The Managerial Presidency
- Strategic Planning
- Developing Effective Presentations
- Negotiating Techniques
- Building and Maintaining Effective Teams

PREREQUISITES: none

AVAILABLE SLOTS: None.

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SES106 Business Acumen

24 Hrs

Provider: Graduate School, USDA (Vir)

Tuition/Materials/Other 650.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Senior executive service (SES) candidates, SES incumbents, and GM-15s.

COURSE DESCRIPTION: This course brings together two key issues, i.e.; human resources management and resource planning and management. Major topics covered include:

- Managing the Federal Budget Process
- New Direction in Procurement
- Performance Management Systems and Issues
- Dealing With the "Problem" Employee

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SES107 The Program On Negotiation For Senior Executives

12 Hrs

Provider: Center for Management Research (CMR)Finance

Tuition/Materials/Other 1,275.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all SR SES and SES candidates.

COURSE DESCRIPTION: This program on negotiation at Harvard Law School is put on by an Inter-University Consortium consisting of: Harvard University, MIT, Tufts University. Major topics covered include:

- Setting the Stage for Productive Negotiations
- Negotiating Better Outcomes
- Dealing With Obstacles and Complicating Factors

PREREQUISITES: None

AVAILABLE SLOTS: N/A

MINIMUM CLASS SIZE: 5

NOTE:

DOE-SR COURSE CATALOG

SES108 Senior Executive Program and Dealing With Difficult People and Difficult Situations

24 Hrs

Provider: Center for Management Research (CMR)Finance

Tuition/Materials/Other 2,350.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for SES personnel or SES candidates.

COURSE DESCRIPTION: This program, at Harvard Law School, is a combination of two courses; The Senior Executive Program and Dealing With Difficult People and Difficult Situations. An Inter-University Consortium consisting of Harvard University, MIT, and Tufts University conducts the course. Major topics covered include:

-Setting the Stage for Productive Negotiations

-Negotiating Better Outcomes

-Dealing With Obstacles and Complicating Factors

-How to Negotiate With Someone Who Refuses to Cooperate

-What to do When the Otherside Resorts to Dirty Tricks

PREREQUISITES: None

AVAILABLE SLOTS: Not Specified

MINIMUM CLASS SIZE: 5

NOTE:

DOE-SR COURSE CATALOG

SIT104 Advanced Personnel Security Training

32 Hrs

PER200

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for experienced DOE personnel security specialists and DOE-contractor personnel who are responsible for processing personnel security cases that involve substantially derogatory information and multiple issues.

COURSE DESCRIPTION: This program provides advanced training in analyzing complex personnel security issues as they relate to determining access authorization. The course includes discussion of major concerns throughout the personnel security arena, with emphasis on the criteria found in 10 CFR 710. Attendees are also exposed to interviewing techniques that are appropriate for use in difficult interviews and in resolving concerns about substantially derogatory information. Upon successful completion of this course, attendees will:

- Understand the Employee Assistance Program Referral Option
- Be able to apply adjudicative criteria (as outlined in 10 CFR 710) to a given complex personnel security situation
- Be able to apply the skills necessary to conduct a complex personnel security interview

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SIT105 Introduction to Information Systems Security

32 Hrs

ISC111

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE personnel who are responsible for the protection of information systems (ISs), e.g., computer security specialists, administrators, classified Information Security Systems (ISS) operations managers (CSOMs), classified ISS site managers (CSSMs), classified ISS security officers (CSSOs), computer protection program coordinators (CPPCs), and computer protection program managers (CPPMs).

COURSE DESCRIPTION: This entry-level course introduces the fundamental issues and concepts of ISS and provides basic information necessary for newly assigned staff to perform ISS job functions. It establishes a common information base for all DOE ISS personnel by providing updates in emerging technologies and changing DOE policies. With the expanding use of IS resources and dwindling personnel and budgets, this course trains people to use security during all stages of an IS's life cycle, e.g., planning, procurement, implementation, operation, and maintenance. Satisfactory completion of this course requires a 70% minimum passing score on daily quizzes and a final exam.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SIT119 Classified Matter Protection and Control I

24 Hrs

ISC221

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE Information Security Officers.

COURSE DESCRIPTION: This three-day course will consist of instruction in fundamentals of classified matter protection and control. The course will cover basic terms and concepts of classification of documents, marking of classified matter, its protection and handling requirements, and a discussion of specific responsibilities of document users and custodians. It will include practical exercises and an examination.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SIT125 Classified Matter Protection and Control (CMPC) II

28 Hrs

ISC-321

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE and DOE contractor personnel experienced in CMPC who are responsible for conducting self-assessments, performing inquiries into unaccounted-for matter, submitting CMPC reports, and inspecting local CMPC programs.

COURSE DESCRIPTION: This is an advanced course designed to prepare attendees to perform the following tasks:

- Conduct self-assessments
- Perform inquiries into unaccounted-for matter
- Submit CMPC reports
- Inspect local CMPC programs

This course will also cover troubleshooting of the elements of the CMPC and other safeguards and security programs.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SIT145 Curriculum Development Training

32 Hrs

MIT210

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE and DOE-contractor personnel who are responsible for conducting curriculum development and training.

COURSE DESCRIPTION: This course provides attendees with the tools necessary to develop an effective curriculum. The course, which is specifically patterned according to the Instructional Systems Development (ISD) model, focuses on training analyses and coordinated lesson plans, evaluation instruments, and measureable standards for

a training program. Upon successful completion of the course, attendees will be able to

- Describe the key elements of the five-phase ISD model.
- Give examples of how to apply the ISD model to curriculum development.
- State how an effective task analysis impacts the instructional process.

Delivery method: Classroom or MTT (conducted at the site by an S&SCTA mobile training team)

PREREQUISITES: Successful completion of Basic Instructor Training (MIT-111) and the web-based training course, Introduction to Instructional Systems Development (MIT-209D). To ensure proper credit, we recommend the student complete MIT-209D at least two weeks before participation in Curriculum Development Training to allow time for processing of the MIT-209D certificate of completion. Recommendation: Attendees would benefit from prior completion of Job Analysis (MIT-120), which offers thorough and concentrat

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SIT183 Advanced Information Systems Security (ISS)

35 Hrs

ISC211

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for DOE and DOE-contractor personnel who are responsible for the protection of information systems (ISs), e.g., computer security specialists, administrators, classified ISS operations managers (CSOMs), classified ISS site managers (CSSMs), classified ISS security officers (CSSOs), computer protection program coordinators (CPPCs), and computer protection program managers (CPPMs).

COURSE DESCRIPTION: This course introduces advanced issues and concepts of ISS necessary for IS staff to perform ISS job functions for information systems and networks. It establishes a common base for all DOE ISS personnel and provides updates in emerging ISS technologies and changing DOE policies. With the expanded networking of IS resources and dwindling personnel and budgets, this course trains people to utilize security during all stages of an IS's life cycle. Satisfactory completion of this course requires a 70% minimum passing score on daily quizzes and a final exam.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SIT184 Information Security

32 Hrs

ISC201

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for DOE safeguards and security (S&S) personnel whose primary work is in the DOE Information Security Program.

COURSE DESCRIPTION: This course addresses the programs that comprise the overall DOE Information Security Umbrella Program, e.g., Technical Surveillance Countermeasures (TSCM); Operations Security (OPSEC); Automated Information Security Systems (AISS); Classified Matter Protection, Foreign Ownership, Control, or Influence (FOCI); and Security Violations and Infractions. This course also addresses how to integrate these elements into a total Information Security Program.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SIT220 Counterintelligence for Security Professionals.

24 Hrs

CTA-156

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is targeted for security program managers who supervise CI (counterintelligence) personnel, personnel security specialists, and other security personnel who require an understanding of the CI discipline and the DOE CI Program.

COURSE DESCRIPTION: This course is designed to provide a basic understanding of CI concept, principles, threats and techniques and how they are applied in DOE.

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SIT223 Vulnerability Assessment Overview-ITV

4.5 Hrs

CTA-139D

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for Federal employees who have significant need for a basic overview of the vulnerability assessment (VA) process. This includes those who are or may be involved in conducting, reviewing, or verifying VAs and those who are or may be involved in conducting,

COURSE DESCRIPTION: This ITV course introduces attendees to risk-management concepts and provides an overview of the systematic VA process. Included at the end of the telecast is one progress exam requiring a minimum passing score of 70%. Upon successful completion of this training, attendees will understand:

- Basic terminology used in the VA process
- Target and threat identification
- Safeguards and security system characterization
- In general, how adversary scenarios and strategies are developed

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SIT224 Basic Survey

40 Hrs

PHY130

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Hixon)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for new DOE employees who will be participating in surveys and self-assessments of safeguards and security (S&S) programs.

COURSE DESCRIPTION: This basic course prepares personnel to participate in and assist members of designated S&S survey or self-assessment teams. The course includes instruction on the survey process (planning, conduct, and post-survey activities), topical-area overviews, and skills training (performance test planning, interview techniques, root-cause analysis, and report writing).

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE: 20

NOTE:

SMT121 Advanced Management Seminar

40 Hrs

52-JR

Provider: Graduate School, USDA (Wash.)

Tuition/Materials/Other 695.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD - Little)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE supervisors and managers should attend this course.

COURSE DESCRIPTION: This course is designed to bring the various theories, techniques, and strategies of management together into a unified approach to government administration and to enable managers to apply them in a useful, realistic, and results-oriented manner through better understanding and development of their own styles of management. This course covers the following topics:

- Application of planning and communications models
- Problem-solving processes
- Means/end analysis
- Decision/criteria charting
- Developing and evaluating strategies

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Because this course requires pre-course work, nominations must be received no later than 4 weeks prior to the start of the course.

DOE-SR COURSE CATALOG

SMT122 How to Supervise People

8 Hrs

Provider: Fred Pryor Seminars

Tuition/Materials/Other 149.00

Average Rating by attendees (1 to 4) 2 (2 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for new supervisors, senior supervisors, mid-level supervisors, and for people who do not have a supervisor title - yet they end up supervising others.

COURSE DESCRIPTION: This is a powerful, one-day seminar that will launch you to peak performance in motivation, managing, and taking charge of projects and people. The following topics will be discussed:

- Making the 'Ideas-for Action' plan
- The transition to supervision
- Overcoming the early problems of leadership
- Getting the work out
- Your personal best
- The inevitable changes
- How to provide meaningful praise
- The best way to improve the productivity of a worker who was dejected by a past criticism
- Enhancing your communication skills for top-notch effectiveness

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT123 Personnel Management for Supervisors and Managers

40 Hrs

42-AQ

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 595.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course assists managers and supervisors in meeting the personnel responsibilities of their positions. Topics covered include:

- Merit system principles and prohibited personnel practices
- Position management, performance management, and position classification
- Methods for recruiting and staffing
- Labor management relations, EEO, performance appraisal, employee relations, and training and development
- Function of your personnel department and how to effectively use its services

PREREQUISITES: None

AVAILABLE SLOTS:

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT192 Introduction To Supervision

40 Hrs

52-JD

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 545.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course provides introductory and refresher training for supervisors. Through lectures, group exercises, self-assessments, videos, and case studies, the participants will examine their roles as supervisors, including their supervisory strengths and needs. Topics covered include:

- Making the transition to supervisor
- Communication
- Planning, assigning, controlling, and evaluating
- Leadership
- Ethics in public service
- The supervisor's role in customer service
- The supervisor's responsibility for personnel management
- Motivation
- Analyzing performance problems
- Managing diversity

PREREQUISITES: None

AVAILABLE SLOTS: 30

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

SMT256 Human Resources Management

24 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 650.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: Senior Executive Service (SES) candidates, SES incumbents, and GM-15s.

COURSE DESCRIPTION: This course addresses executive competencies required for SES certification, which involves activities and processes ensuring that people are appropriately employed, effectively and efficiently utilized, and developed and dealt with in a fair and equitable manner. Major competencies within this activity area are:

- Acquiring staff through appropriate staffing processes - workforce planning, recruitment, and selection, including affirmative action and Equal Employment Opportunity
- Delegating work among subordinate groups and individuals
- Assessing individual capabilities and needs and providing coaching, counseling, and career development opportunities
- Resolving conflicts and attending to morale and organizational climate issues

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SMT275 Leadership: Change, Challenge, and Empowerment

24 Hrs

52-ES

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course is intended for experienced supervisors and team leaders who understand the fundamental supervisory concepts and skills taught in Introduction to Supervision. Topics covered include:

- How to improve your ability to lead and create a leadership environment
- How to value and capitalize on the differences and strengths of your employees
- How to create a work environment that empowers your employees
- How to improve your leading and coaching skills to better support and develop your employees

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT393 Measuring Return on Investment in Training and Development

4 Hrs

Provider: Nonproliferation and National Security Institute (CTA)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for training professionals who want to know more about evaluating training programs and how to calculate the monetary benefits of training and development.

COURSE DESCRIPTION: This 4-hour workshop will provide you with proven techniques to help you focus program evaluations and pinpoint specific benefits of training and development. The workshop is devoted to developing strategies to:

- assess your organizations climate for obtaining results from training
- develop an evaluation strategy plan for a specific program
- set targets and develop strategies to implement the ROI concept
- describe at least five ways to isolate the effects of training
- describe at least five ways to convert data to monetary values
- calculate ROI for a training program

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SMT395 Avoiding Litigation Landmines

2 Hrs

Provider: DOE-SR

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for team leaders, supervisors, managers, and SES.

COURSE DESCRIPTION: Employers throughout the United States are faced with rapid and increasing changes and developments in the area of employment law. There are staggering numbers of employment claims being filed in state and federal courts, and with various administrative agencies. While it is virtually impossible to eliminate all potential litigation it is possible to minimize it. This course identifies behaviors or "Litigation Landmines" that have been directly linked to problems of conduct as contributing to litigation. By learning appropriate methods to manage these landmines litigation can be minimized.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT398 Leadership Skills For Non-Supervisors

16 Hrs

45-EK

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 265.00

Average Rating by attendees (1 to 4) 3 (3 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for team leaders, office coordinators, special emphasis program managers, and all non-supervisory employees who want to enhance their leadership skills.

COURSE DESCRIPTION: The course addresses the following topics:

- Skills for handling a variety of personalities
- Effective delegating techniques
- Overcoming conflict
- Building cooperative teams
- Increase self-awareness of your primary leadership style

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE: Course cost is zero when presented locally.

DOE-SR COURSE CATALOG

SMT408 Management Development: Part I

40 Hrs

52MC

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 695.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course deals with the unique requirements of Federal managers who must exercise judgement and make decisions that effect an entire organization.

Topics covered include:

- Managing the time and priorities of work groups
- Using federal human resource programs to support your organizational objectives
- Evaluating the financial implications of your decisions
- Influencing organizational culture
- Allocating and managing resources in an era of government cost-cutting and downsizing
- Motivating organizational units
- Coping with the changing political realities of the public sector

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT418 Management Development: Part II

40 Hrs

52MD

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 695.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course will help build on-the-job management expertise in the areas of succession planning, high-level negotiation strategies, organizational change and much more. Topics covered include:

- Identifying and meeting key customer needs
- Developing and implementing an organizational communication plan
- Integrating technology, budget and human resource considerations into management decisions
- Strategies for dealing with the conflicting demands of the public's interest, political oversight and organizational resources
- Designing and implementing succession planning systems

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT425 Managing Organizational Performance

4 Hrs

Provider: Mark Graham Brown

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: Attendees will receive a high level discussion of critical management issues that are specific to DOE-SR. This session will focus on the following topics:

- The importance of managing human resources appropriately in achieving an organization's mission
- Summarize the findings of various external studies and assessments that relate to management/supervisory practices at SRS
- Examples of good management practices found in world-class organizations
- Evaluation of SRS management practices against those found in world-class organizations
- An explanation of the link between employee satisfaction and outcome metrics like productivity and innovation
- A description of how the new SRS management curriculum will help provide managers and supervisors with the knowledge and skills needed to build and sustain high performing organizations

Future "round table" training sessions will address any newly identified managerial/supervisory training need(s) that arises at DOE-SR during the course of the year. The training is intended to serve as a real-time response to current training needs. The courses will be offered on an ongoing basis when a training need is identified. Each course will be led by a trained facilitator who will solicit feedback from course participants as to their knowledge of the subject matter being discussed.

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

DOE-SR COURSE CATALOG

SMT426 Roles and Responsibilities of DOE-SR Team Leaders

8 Hrs

Provider: Organizational Services Corporation

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR Manager, Supervisor, Training Program and addresses the specific needs of team leaders.

COURSE DESCRIPTION: The transition from Branch Chief to Team Leader has created a dilemma for many GS-14s at SR. Specifically, Team Leaders lack the appraisal authority they once held but are still looked upon as quasi-supervisors by SR Senior Management. This course will be tailored to address the specific problems that have been experienced by SR Team Leaders. The course will cover topics such as:

- How to recognize and establish "operating agreements" with team members
- How to assign and delegate task to team members
- How to lead team meetings
- How to recognize and reward team members
- How to coach and mentor team members

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

SMT427 Top 10 Things a Manager Should and Should Not Do

4 Hrs

Provider: Jack Creech & Associates, Inc.

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR Manager, Supervisor, Team Leader Program.

COURSE DESCRIPTION: This "round table" training session will include an overview of the top 10 things a manager should and should not do. The issues to be discussed will be based on direct feedback from DOE-SR managers and supervisors. This interactive course will be led by a trained facilitator/instructor who will provide an overview of the identified issues and solicit feedback from class attendees as to their experiences with any particular issue. DOE-SR subject matter experts from all relevant fields (Human Resources, EEO, Employee Concerns) will be present in order to address questions that arise during the training session.

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

DOE-SR COURSE CATALOG

SMT428 Human Resources Issues Training (Part I)

8 Hrs

Provider: DOE-SR

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR MST Program.

COURSE DESCRIPTION: The intent of this training will be to review the process of how each process has been administered/implemented at DOE-SR and to solicit feedback from class attendees regarding any questions/concerns they may have.

Part I topics include:

- Performance & Development Plans - TBD
- Merit System Principles - Sandra Coleman

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

SMT429 Human Resource Issues Training (Part 2)

8 Hrs

Provider: DOE-SR

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR MST Program.

COURSE DESCRIPTION: The intent of this training will be to review how each process has been administered/implemented at DOE-SR and to solicit feedback from class attendees regarding any questions/concerns they may have.

Part 2 topics include:

- Position Classification - Willard Lyde
- Leave Administration - Eric Adams

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

DOE-SR COURSE CATALOG

SMT430 Budgetary Issues for Managers

4 Hrs

Provider: DOE-SR

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR MST Program.

COURSE DESCRIPTION: Course will include an overview of the SR budget and will cover topics that managers and supervisors need to be aware of in order to be an effective leader. Class attendees will be encouraged to participate by providing feedback as to the budgetary issues that they have faced in their respective organizations. John Pescosolido, Chief Financial Officer of DOE-SR, will teach the course. Examples of topics to be covered will include the following:

- Overview of DOE-SR Budget
- Appropriations Process
- Change Control Process
- SR-Specific Budgeting/Financial Issues

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

DOE-SR COURSE CATALOG

SMT431 Interpersonal Communications

Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR MST Program.

COURSE DESCRIPTION: This course is designed to improve the interpersonal skills of managers and supervisors by covering a variety of communication-related issues. The intent of the course is to improve everyday interactions with coworkers, and to improve the productivity of attendees who work in a group/team environment. Specifically, the course will include discussions of the following topics:

- Techniques for resolving conflict
- Tact and diplomacy skills to practice in the workplace
- How to negotiate your way out of difficult situations
- How to work harmoniously and productively with others

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

SMT432 Strategic Planning/Performance Measurement Issues

8 Hrs

Provider: Management Concepts, Inc.

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR MST Program.

COURSE DESCRIPTION: The primary focus of the training will be on the topics of strategic planning and performance measurement. This course, which will be four hours in length, will provide DOE-SR managers/supervisors and team leaders with an abbreviated version of the 16 hour course that was offered at SR on May 26 - 27, 1999. The course will focus on strategic planning and how such planning supports the requirements of GPRA.

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

DOE-SR COURSE CATALOG

SMT433 Leadership Skills for Supervisors and Managers

24 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 0.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for participants of the DOE-SR MST Program.

COURSE DESCRIPTION: Today's workplace requires supervisors and managers who step to the challenge of improving organizational results. Positive results demand a take-charge leadership style that is visionary, proactive and energetic. Unlock your ability to lead effectively with this in-depth skill development course. This course is designed for supervisors, managers, team leaders, and project managers. Leadership skills to be covered include:

- Recognize and analyze critical leadership traits
- Know your leadership strengths and weaknesses
- Develop your ability to influence others
- Practice visionary and strategic thinking
- Be proactive when dealing with change and transition
- Energize your employees
- Apply skills you learn through case studies and exercises
- Learn principles and styles of leadership
- Learn risk and conflict management
- Be able to empower by delegating to others
- Enhance your ability to set and meet goals

PREREQUISITES: None

AVAILABLE SLOTS: 50

MINIMUM CLASS SIZE: 10

NOTE:

DOE-SR COURSE CATALOG

SMT434 Managing Organizational Change

16 Hrs

Provider: Graduate School, USDA

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course is designed to:

- identify the attitudinal and behavioral competencies that will support constructive change in your organization
- interpret change in the framework of contemporary change models
- help others overcome resistance to change
- recognize how you typically respond to change

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SMT436 Management Decision Making and Problem Solving

16 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 325.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course is designed to improve the quality and impact of your decisions. Topics covered include:

- Why Problem Solving and Decision Making are so Critical to Every Managers Success
- Practical Strategies for Reaching Decisions
- Techniques to Resolve Problems More Efficiently
- Assessing and Improving Individual and Team Efforts at Problem Solving and Decision Making

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT437 Conflict Across Cultures

16 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 325.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: Today's government professionals need to know how to effectively manage conflict across cultures. This can be accomplished through a better understanding of how a variety of people from different cultures approach work. Topics covered include:

- Techniques to Prevent Cultural Misunderstandings
- How EEO Regulations and the Use of Mediation Can Be Applied To Disputes
- Case Studies Illustrating How to Resolve Cultural Disputes

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SMT438 Benchmarking for Government Organizations

16 Hrs

52GO

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course outlines and defines outstanding practices from other organizations.

Topics covered include:

- Sources for Obtaining Data Benchmarking and Best Practices
- Key Benchmarking Tools
- How to Use Benchmarking as a Tool of Change

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT439 Negotiating Techniques

16 Hrs

52JM

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 325.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: DOE-SR Managers, Supervisors, and Team Leaders

COURSE DESCRIPTION: Professional who need to negotiate to secure resources will benefit most from this course. Topics covered include:

- Applying the No-fault Negotiation Formula
- Techniques For Framing and Reframing issues
- Applying Interest-based Negotiating Methods

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SMT440 Introduction To Financial Management

24 Hrs

43BC

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 435.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course is designed to develop an understanding of the federal budget process.

Topics covered include:

- The Federal Budget Process
- Your Financial Management Responsibilities
- Key Accounting Principles and Standards
- The Importance of Management Controls and Control Systems

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT441 Supervision and Group Performance

40 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 565.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course has been identified as the 2nd 40 hour course that was an original OPM requirement for all new supervisors. Topics covered include:

- Diagnosing a groups current stage of development
- Strategies to improve productivity and morale
- Planning and facilitating a productive meeting
- Negotiating individual and group conflicts

PREREQUISITES: Introduction to Supervision

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SMT442 Team Leadership Essentials

24 Hrs

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 395.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course is designed for persons responsible for building and facilitating successful teams. Topics covered include:

- How to develop clear, agreed-upon goals
- Your role and responsibility as a team leader
- Appropriate leadership styles for each phase of group development
- Collaborative problem solving techniques

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SMT443 Managing the Customer Satisfaction Process

16 Hrs

52DA

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 295.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course is intended for managers, supervisors and team leaders who want to develop a customer driven service strategy that focuses on goals, measurement, two-way communication, empowerment and rewards.

Topics covered include:

- How to improve your customer service culture
- The benefits of identifying your customers, measuring and tracking their satisfaction
- Strategies to empower employees to provide better customer service
- How to use positive reinforcement to recognize and reward improved customer service

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SMT444 Coaching to Increase Productivity

16 Hrs

52CP
MGMT7002

Provider: Graduate School, USDA (Atl)

Tuition/Materials/Other 350.00

Average Rating by attendees (1 to 4) 2 (2 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for appropriate DOE-SR personnel and is part of the DOE-SR Manager, Supervisor, Team Leader Program curriculum.

COURSE DESCRIPTION: This course is designed to provide the attendee with the ability to increase their employee productivity and morale, and understand and use the best talents of each individual team player. This course will address the following topics:

- How to coach different types of people
- Why coaching works better than other management strategies
- Steps for coaching effectively
- How to conduct a coaching intervention

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SST135 Controlling a Unit Budget

24 Hrs

81EZ

Provider: Graduate School, USDA/National Ind. Study Center

Tuition/Materials/Other 150.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for unit managers, supervisors, and any other employees who have, or will have, the responsibility for controlling and/or tracking a unit budget.

COURSE DESCRIPTION: This course teaches a basic method of managing unit budgets to keep them within the legal administrative limitations set by Congress, the Office of Management and Budget (OMB) and agencies. The course covers steps of budget control, suggests some actions to bring budgets back into control, and shows how to monitor results of actions taken. Students apply concepts and skills to a case exercise in which they control the budget for a unit of a fictitious Government agency. Students who successfully complete this course should be able to:

- Follow the steps in the budget control process
- Track legal and administrative limitations that need to be controlled
- Determine if the budget is out of control
- Analyze alternative actions to bring the budget back into control
- Report budget progress

PREREQUISITES: none

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SST139 Writing Short Informational Reports

24 Hrs

81JH

Provider: Graduate School, USDA/National Ind. Study Center

Tuition/Materials/Other 150.00

Average Rating by attendees (1 to 4) 4 (4 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is designed for all DOE personnel who wish to develop skills in writing short informational reports.

COURSE DESCRIPTION: This is a basic course in report writing that teaches a step-by-step procedure in which students learn to gather data, plan, organize, write, and edit short informational reports. The course emphasizes the importance of considering the reader, the purpose, and the scope of the report. On completion of this course, the attendee will be able to plan and organize ideas and supporting material, write, and edit short informational reports that communicate ideas effectively.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SST164 Elements of Statistics-Self-Study

15 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 281.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This beginning course is designed for those who need familiarity with at least the language and fundamental concepts of statistics. Emphasis is on underlying concepts and logic of statistical methods, as well as computational techniques.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SST165 Success-Oriented Supervision-Self Study

10 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 198.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: In this course you'll learn that supervision consists of a body of knowledge and skills that continually can be improved; that the understanding supervisor has an increased potential for dealing more effectively with the function of supervision; and that development is seen as a responsibility of individuals and the organizations in which they work. This course was designed to fulfill the Office of Personnel Management's basic supervisory training requirement.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SST166 How to Write Effective Letters and Memos-Self-Study

6 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 175.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This course teaches a simple 4-step process for letter writing. The course contains quick-reference job aids to use whenever students write a letter. The major categories addressed are:

- What is an effective letter
- A quick look at a letter writing process
- Plan your letter
- Draft your letter

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SST167 Proofreading-Self-Study

10 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 274.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: Precise written communications is a vital part of every professional position.

Spending time reviewing pages of text does not necessarily mean you can have proofread effectively. Sharpen your proofreading "eye" by participating in a course that can be used either as a refresher course or as an introduction to the rigors of the proofreading profession.

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SST168 Effective Work Delegation-Self-Study

8 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 145.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This course presents the principles and techniques of work delegation used by effective supervisors and managers. The major categories addressed are:

- What is Delegation
- The Signs of Poor Delegation
- Positive Results of Effective Delegation
- Delegate to Develop Employees

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SST169 Assertive Supervision-Self-Study

9 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 175.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This course describes how nonassertive, aggressive, and assertive styles of supervision impact relationships with employees. Also explained is how an assertive style provides strong leadership, encourages open communications, and motivates employees. The major categories addressed are:

- When to Be Assertive With Supervisors
- How to Be Assertive With Supervisors
- When to Be Assertive With Colleagues
- How to Be Assertive With Colleagues

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SST170 How to Run Small Project-Self-Study

11 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 175.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This program is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This course takes students step-by-step through the process of running a small project. The major categories addressed are:

- How to Plan a Project
- How to Schedule a Project
- How to Evaluate a Project

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

SST171 EEO Its Place in the Federal Government-Self-Study

5 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 125.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: This course explains what the Federal EEO Program is, to who it applies, why it is necessary, and whom is responsible for EEO. The major categories addressed are:

- Protected Classes
- Affirmative Employment Programs
- Sexual Harrassment

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

SST172 Effective Writing for Professionals-Self-Study

17 Hrs

Provider: Graduate School, USDA, Correspondence Program (WASH)

Tuition/Materials/Other 286.00

Average Rating by attendees (1 to 4) 0 (0 raters)

SPONSOR: DOE-SR (HRM&DD-Little)

CONTACT: 5-9729

INTENDED AUDIENCE: This course is intended for all DOE-SR personnel.

COURSE DESCRIPTION: If you are a professional who would like to improve the writing of your report and journal articles, you'll benefit from this in-depth course focusing on the study and application of good writing. You'll learn how to plan, outline, and write technical reports; achieve clarity, brevity and precision; add touches of variety, emphasis, rhythm and figures of speech; present data in tabular form and write summaries and abstracts. As a final project you'll be required to submit a paper (10-15 pages on a topic accepted by the instructor).

PREREQUISITES: None

AVAILABLE SLOTS: Not specified

MINIMUM CLASS SIZE:

NOTE:

DOE-SR COURSE CATALOG

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Engineering Economics	ETT563
Engineering Statics	ETT566
Environmental Laws & Regulations Course	ENV256
Environmental Monitoring	ENV118
Essentials of English	COS181

Estimating for Construction Modifications	CPP224
Evaluating A Contractor's Performance	CPP110
Excel 97 Introduction	CST492
Executive Contracting	CPP226
Executive Effectiveness Course	SES101
Expanded Root Cause Analysis	ETT685
FERS Retirement Benefits	EIB194
Federal Acquisition Process	FAT118
Federal Appropriation Law	LEG105
Federal Budget Process	FAT121
Federal Dispute Conference	EIB164
Federal EEO Affirmative Employment Program Planning	EIB131
Financial Analysis	FAT145
Fire Safety	HST598
Fire Warden (Refresher)	HST360
Fire Warden - Initial	HST127
Freedom of Information and Privacy Act Workshop	LEG102
Fundamentals Of Business Writing	COS343
Fundamentals of Industrial Hygiene	HST167
GPRA: Essentials of the Results Act	QAT295
General Respirator Training-Retraining	HST507
Government Contract Law	CPP241
Grammar Usage and Business Writing	COS249
Hazard Evaluation: Qualitative Methods	HST747
Hazardous Waste Operations Annual Retraining	HST289
Highway and Traffic Engineering	ETT574
How to Run Small Project-Self-Study	SST170
How to Write Effective Letters and Memos-Self-Study	SST166
Human Resource Issues Training (Part 2)	SMT429
Human Resources Issues Training (Part I)	SMT428
Hydraulics & Hydraulic Design	ETT697
Initial General Respiratory Training	HST327
Initial Plastic Suit and Hood Airline Respiratory	HST689
Initial Safety Observer Training	HST637
Instructional Material Design & Development	MST322
Interest-Based Negotiations For Executives	SES104
Intermediate Contract Pricing	CPP220
Intermediate Contracting	CPP228
Interpersonal Communication	COS153
Interpersonal Communications	SMT431
Interpersonal Skills	COS198
Introduction To Financial Management	SMT440
Introduction To Supervision	SMT192
Introduction to Contracting	CPP244
Introduction to Federal Accounting	FAT181
Introduction to Information Systems Security	SIT105
Introduction to Integrated Safety Management Systems	HST716
Introduction to Radiation Safety	HST381
Issues Seminar for Secretaries and Administrative Personnel	COS331
Kinetics and Reactor Design for Chemical Engineers	ETT585
Leadership Skills for Supervisors and Managers	SMT433

Leadership: Change, Challenge, and Empowerment	SMT275
Leading People	SES102
Legal Writing for Non-Lawyers	COS344
Life Cycle Cost Estimating	MST320
Management Decision Making and Problem Solving	SMT436
Management Development: Part I	SMT408
Management Development: Part II	SMT418
Managing For Results	SES103
Managing Human Health and Ecological Risk Assessments Under CERCLA & RCRA	ENV293
Managing Organizational Change	SMT434
Managing Organizational Performance	SMT425
Managing Other People's Writing	COS345
Managing the Customer Satisfaction Process	SMT443
Mass Transfer for Chemical Engineers	ETT586
Mathematics for Engineers	ETT560
Measuring Return on Investment in Training and Development	SMT393
Mechanical Design I - Mechanisms and Machine Elements	ETT577
Mechanical Design II - Stress, Strain, Deflection, and Failure Theory	ETT578
Mechanical Science	ETT330
Mediating Employee Disputes	COS167
Mediation Training	COS186
Microsoft Access 97 (CBT)	CST471
Mid-Career Planning Seminar	EIB102
Mixed Waste Short Course	ENV319
Multi-Agency Radiation Survey and Site Investigation Manual Training (MARSSIM)	ENV351
Negative Pressure Respiratory Challenge	HST508
Negotiating Techniques	SMT439
Nitrogen Awareness (Safety) Training.	HST430
Nuclear Science	ETT325
Occupational and Environmental Radiation Protection	HST233
Office Management	SCT139
On-the-Job (OJT) Trainer/Evaluator	MST195
Personnel Management for Supervisors and Managers	SMT123
Plastic Suit and Hood Airline Respiratory Training - Requal	HST329
Pollution Prevention & Waste Minimization In Environmental Restoration	ENV131
Position Classification for Supervisors, Managers and Non-Classifiers	PER123
Power System Analysis I - Three-Phase Circuits and Transformers	ETT582
Power System Analysis II - Symmetrical Components and Fault Analysis	ETT583
PowerPoint 97 Introduction	CST494
Practice Oriented Electrical Circuit Analysis	ETT580
Pre-Retirement Planning Seminar	EIB101
Primavera 601 Introduction-Planning and Scheduling	CST211
Principles for Accelerating Facility Disposition	ENV192
Principles of Electricity	ETT343
Process Control	ETT588
Professional Secretaries Seminar	SCT170
Program Management Overview	MST101
Program Planning	MST102
Project Management	MST300
Proofreading	SCT134
Proofreading-Self-Study	SST167

Radiation Worker I - Self-Study	HST367
Radiation Worker I Initial Training	HST365
Radiation Worker II - Self-Study	HST370
Radiation Worker II Initial Training	HST573
Radioactive Waste Packaging, Transportation, and Disposal Workshop	ETT671
Reduction-In-Force	EIB213
Report Writing	COS258
Roles and Responsibilities of DOE-SR Team Leaders	SMT426
Sanitary Engineering	ETT589
Self Contained Breathing Apparatus (Scott Air-Pak)	HST447
Self Contained Breathing Apparatus-Retraining (Scott Air-Pak)	HST560
Senior Executive Program and Dealing With Difficult People and Difficult Situations	SES108
Soil Mechanics	ETT695
Speaking with Confidence	COS347
Special Emphasis Program Manager Training	EIB195
Strategic Planning/Performance Measurement Issues	SMT432
Strength of Materials	ETT568
Structural Analysis & Steel Design	ETT570
Structure of Matter and Physics for Engineers	ETT561
Successful Letter Writing	COS348
Supervision and Group Performance	SMT441
Task Order Contracting	CPP193
Team Leadership Essentials	SMT442
Technical Writing	COS188
The Clean Air Compliance Institute	ENV204
The First Step to Behavior-Based Safety	HST756
The Program On Negotiation For Senior Executives	SES107
Top 10 Things a Manager Should and Should Not Do	SMT427
Washington Executive Seminar	SES105
Windows 95 Intermediate	CST496
Windows 95 Introduction	CST495
Word 97 Introduction	CST493
Writing Short Informational Reports	SST139
Writing Techniques for Supervisors and Managers	COS197

Quality	Course Number
Elements of Statistics-Self-Study	SST164
In Search of Excellence Seminar	GET149
Managing Multiple Priorities	QAT292
Proofreading	SCT134
Proofreading-Self-Study	SST167
Seven Habits of Highly Effective People	QAT124
Time Management	QAT293

Safety and Security	Course Number
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Advanced Information Systems Security (ISS)	SIT183
Advanced Personnel Security Training	SIT104
Basic Survey	SIT224
Benzene Awareness Training	HST347
Classified Matter Protection and Control (CMPC) II	SIT125
Classified Matter Protection and Control I	SIT119
Counterintelligence for Security Professionals.	SIT220
Dealing with Workplace Negativity	COS339
EPCRA Section 313 Toxic Release Reporting Requirements	ENV149
ERO Command & Control Positions - Initial	OTT216
ERO Command & Control Positions - Requal	OTT217
ERO Consequence Assessment Positions - Initial	OTT218
ERO Consequence Assessment Positons - Requal	OTT219
ERO Public Information Positions - Initial	OTT220
ERO Public Information Positions - Requal	OTT221
ERO Security Operations Positions - Initial	OTT224
ERO Security Operations Positions - Requal	OTT225
ERO Technical Support Positions - Initial	OTT222
ERO Technical Support Positions - Requal.	OTT223
Emergency Management in the Department of Energy (DOE) System	HST421
Fire Safety	HST598
Fire Warden (Refresher)	HST360
Fire Warden - Initial	HST127
Fundamentals of Industrial Hygiene	HST167
General Respirator Training-Retraining	HST507
Hazard Evaluation: Qualitative Methods	HST747
Hazardous Waste Operations Annual Retraining	HST289
Information Security	SIT184
Initial General Respiratory Training	HST327
Initial Plastic Suit and Hood Airline Respiratory	HST689
Initial Safety Observer Training	HST637
Introduction to Information Systems Security	SIT105
Introduction to Integrated Safety Management Systems	HST716
Introduction to Radiation Safety	HST381
Nitrogen Awareness (Safety) Training.	HST430
Occupational and Environmental Radiation Protection	HST233
Plastic Suit and Hood Airline Respiratory Training - Requal	HST329
Radiation Worker I - Self-Study	HST367
Radiation Worker I Initial Training	HST365
Radiation Worker II - Self-Study	HST370
Radiation Worker II Initial Training	HST573
Radioactive Waste Packaging, Transportation, and Disposal Workshop	ETT671
Self Contained Breathing Apparatus (Scott Air-Pak)	HST447
Self Contained Breathing Apparatus-Retraining (Scott Air-Pak)	HST560
The First Step to Behavior-Based Safety	HST756
Vulnerability Assessment Overview-ITV	SIT223

Financial Management

Course Number

Activity-Based Costing	FAT183
Activity-Based Costing	FAT193
Basic Cost Accounting Concepts	FAT194
Benchmarking for Government Organizations	SMT438
Budget Analysis Workshop	FAT124
Budget Estimating Techniques	FAT136
Budget Execution	FAT104
Budget Formulation	FAT103
Budget Process	FAT141
Budgetary Issues for Managers	SMT430
Business Acumen	SES106
Congressional Operations Seminar	FAT123
Controlling a Unit Budget	SST135
Cost Analysis	FAT199
Cost Analysis and Estimating Techniques	FAT125
Cost and Price Analysis	FAT200
Federal Acquisition Process	FAT118
Federal Appropriation Law	LEG105
Federal Budget Process	FAT121
Financial Analysis	FAT145
GPRA: Essentials of the Results Act	QAT295
Introduction To Financial Management	SMT440
Introduction to Federal Accounting	FAT181
Life Cycle Cost Estimating	MST320
Primavera 601 Introduction-Planning and Scheduling	CST211
Program Management Overview	MST101
Program Planning	MST102
Project Management	MST300
Strategic Planning/Performance Measurement Issues	SMT432

Leadership	Course Number
Alternative Dispute Resolution (ADR): A Methods Approach	PER133
Avoiding Litigation Landmines	SMT395
Basic EEO Counseling	EIB130
Business Acumen	SES106
Conflict Management	COS190
Creative Problem Solving	COS194
Effective Work Delegation-Self-Study	SST168
Federal Dispute Conference	EIB164
Human Resource Issues Training (Part 2)	SMT429
Human Resources Issues Training (Part I)	SMT428
Interest-Based Negotiations For Executives	SES104
Introduction To Supervision	SMT192
Leadership Skills for Supervisors and Managers	SMT433
Leadership: Change, Challenge, and Empowerment	SMT275
Leading People	SES102
Management Decision Making and Problem Solving	SMT436
Managing For Results	SES103

Managing Organizational Change	SMT434
Managing Organizational Performance	SMT425
Roles and Responsibilities of DOE-SR Team Leaders	SMT426
Senior Executive Program and Dealing With Difficult People and Difficult Situations	SES108
Special Emphasis Program Manager Training	EIB195
Success-Oriented Supervision-Self Study	SST165
Supervision and Group Performance	SMT441
Team Leadership Essentials	SMT442
The Program On Negotiation For Senior Executives	SES107
Top 10 Things a Manager Should and Should Not Do	SMT427
Washington Executive Seminar	SES105

People Management

Course Number

Advanced Management Seminar	SMT121
Adverse Actions and Unacceptable Performance Actions	PER107
Coaching to Increase Productivity	SMT444
Communication and Organizational Effectiveness	COS193
Conducting Effective Meetings	COS337
Conflict Across Cultures	SMT437
Conflict Management	COS190
Conflict Resolution and Confrontation Skills	COS294
Creative Problem Solving	COS194
Dealing with the Problem Employee	PER115
EEO Its Place in the Federal Government-Self-Study	SST171
EEO for Supervisors and Managers	EIB254
Introduction To Supervision	SMT192
Leadership Skills For Non-Supervisors	SMT398
Leadership Skills for Supervisors and Managers	SMT433
Leadership: Change, Challenge, and Empowerment	SMT275
Management Decision Making and Problem Solving	SMT436
Management Development: Part I	SMT408
Management Development: Part II	SMT418
Managing For Results	SES103
Managing Organizational Change	SMT434
Managing Organizational Performance	SMT425
Managing Other People's Writing	COS345
Managing the Customer Satisfaction Process	SMT443
Office Management	SCT139
Personnel Management for Supervisors and Managers	SMT123
Position Classification for Supervisors, Managers and Non-Classifiers	PER123
Positive Approaches to Difficult People	COS346
Reduction-In-Force	EIB213
Roles and Responsibilities of DOE-SR Team Leaders	SMT426
Senior Executive Program and Dealing With Difficult People and Difficult Situations	SES108
Supervision and Group Performance	SMT441
Team Leadership Essentials	SMT442
Top 10 Things a Manager Should and Should Not Do	SMT427

Program/Project Management

Course Number

Acquisition of Services	CPP234
Activity-Based Costing	FAT183
Activity-Based Costing	FAT193
Advanced Contract Administration	CPP195
Advanced Federal Contract Law	CPP131
Basic Cost Accounting Concepts	FAT194
Basics Of Contracting	CPP227
Budget Execution	FAT104
Budget Formulation	FAT103
Budget Process	FAT141
Budgetary Issues for Managers	SMT430
Conduct of Operations	OTT168
Construction Contract Administration	CPP223
Contracting Basics for COTRs	CPP238
Contracting Basics for Support & Administrative Personnel	CPP237
Contracting For Technical Personnel: Part II, Contract Administration	CPP102
Cost Analysis and Estimating Techniques	FAT125
Estimating for Construction Modifications	CPP224
Evaluating A Contractor's Performance	CPP110
Federal Acquisition Process	FAT118
Federal Budget Process	FAT121
Financial Analysis	FAT145
GPRA: Essentials of the Results Act	QAT295
How to Run Small Project-Self-Study	SST170
Introduction To Financial Management	SMT440
Introduction to Contracting	CPP244
Introduction to Federal Accounting	FAT181
Life Cycle Cost Estimating	MST320
Managing Organizational Change	SMT434
Managing Organizational Performance	SMT425
Primavera 601 Introduction-Planning and Scheduling	CST211
Program Management Overview	MST101
Program Planning	MST102
Project Management	MST300
Project Management Overview	MST106
Strategic Planning/Performance Measurement Issues	SMT432

Workforce 21

Course Number

EEO Its Place in the Federal Government-Self-Study	SST171
Federal EEO Affirmative Employment Program Planning	EIB131